THE AMERICAN ARCHIVIST

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THE SOCIETY OF AMERICAN ARCHIVISTS

CONSTITUTION[1]

Name

1. The name of this organization shall be The Society of American Archivists.

Objects

2. The objects of The Society of American Archivists shall be to promote sound principles of archival economy and to facilitate cooperation among archivists and archival agencies.

Membership

3. Individual membership shall be restricted to those who are or have been engaged in the custody or administration of archives or historical manuscripts or who, because of special experience or other qualifications, are recognized as competent in archival economy.

4. Institutional membership shall be restricted to institutions or agencies that have the custody of archives or historical manuscripts. They shall be entitled to representation by one delegate, with the right to vote, at all meetings of the Society.

5. Election to membership shall be by a majority vote of the full membership of the council. Members so elected shall be enrolled upon the receipt of their first payment of dues.

6. The dues of individual members shall be five dollars a year; of institutional members, ten dollars a year; of foreign individual members, one dollar and a half a year, of foreign institutional members, three dollars a year. Individual members may become life members, exempt from further dues, by payment of a fee of one hundred dollars, minus a credit of two dollars for each year's dues already paid as an individual member.

[1] As amended October 6, 1941, November 8, 1944, and November 6, 1945.

7. Honorary membership may be extended to any person chosen by a two-thirds vote of the full membership of the council who has achieved eminent distinction in the field of archival economy, or who has rendered eminent and unusual services to that field or to the Society. Honorary membership shall be for life and honorary members shall not be required to pay dues or other assessments; they shall have all the privileges of regular members and shall receive the publications of the Society. The number of honorary members shall not exceed ten at any one time.

8. All dues shall be payable in advance. Any member failing to pay his dues for one year after they become payable may be dropped from membership in the Society; provided that notice of such arrearage shall have been sent to him at least thirty days in advance of such action. He shall be restored to membership, however, upon payment of all arrearages of dues.

Officers and Government

9. The officers of the Society shall be a president, a vice-president, a secretary, and a treasurer. They shall be elected at each annual meeting of the Society for terms of one year and shall serve until their successors are elected. No one shall be eligible for election as president for more than three successive terms, and no one shall be eligible to succeed himself as vice-president.

10. The government of the Society, the management of its affairs, and the regulation of its procedure, except as otherwise provided in this constitution or determined by the Society, shall be vested in a council composed of the officers and five members elected by the Society, one at each annual meeting for a term of five years. The elected members of the council shall be ineligible for immediate re-election.

11. There shall be a nominating committee composed of the retiring elected member of the council, as chairman, and two members of the Society not on the council appointed by the president at the preceding annual meeting. This committee shall consult the membership for suggestions, shall make nominations for officers and members of the council, and shall prepare ballots containing the names of its nominees and of all who may be nominated by petition of ten or more members filed with the secretary at least two weeks in advance of the annual meeting at which the election is to take place. A majority of the ballots cast by the members and delegates

present at the meeting shall be necessary for election. Only individual members shall be eligible for election as officers or members of the council.

12. If a vacancy shall occur in the council or any of the offices except the presidency it may be filled by the council, and the person designated shall hold the position for the unexpired term of the person vacating it.

13. The president shall preside at all business meetings of the Society and of the council and shall perform such other duties as may be directed by the council.

14. The vice-president shall perform the duties of the president in case the president is absent or incapacitated, and, in case of a vacancy in the presidency, he shall assume that office and hold it for the remainder of the term.

15. The secretary shall keep the minutes of the Society and of the council, prepare and mail notices, present a report on the activities of the Society at each annual meeting, and perform such other duties as may be directed by the council.

16. The treasurer shall have the custody of all monies belonging to the Society and shall pay them out only on the presentation of bills certified by tre secretary. He may be required by the council to give bonds for the faithful performance of his duty in such sum as it shall determine. He shall keep an account of all receipts and payments and report thereon in full to the Society at each annual meeting and to the council whenever so ordered.

17. The president, the secretary, and the treasurer shall constitute a finance committee, which shall approve all investments and shall prepare a budget for submission to the council and the Society at each annual meeting.

Meetings

18. The Society shall hold an annual meeting at such time and place as the council shall determine, and special meetings may be called by the council. Notice of all meetings of the Society shall be mailed by the secretary at least thirty days before the date of the meeting. Fifteen members shall constitute a quorum for the transaction of business but a smaller number may adjourn to another date.

19. The council shall hold an annual meeting in connection with the annual meeting of the Society and such other stated meetings as

it may determine. Special meetings of the council for any purpose shall be called by the secretary on the written request of the president or of three members of the council. Five members shall constitute a quorum for the transaction of business but a smaller number may adjourn to another date.

Publications

20. The council shall elect, for such term as it shall determine, an editor, who shall edit or supervise all the publications of the Society. He shall have the advice and co-operation of an editorial board consisting of four members, one of whom shall be appointed annually by the council for a term of four years. The editor shall be ex-officio the chairman of the board. He shall be privileged to attend all the meetings of the council but shall not have a vote therein.

21. When funds are available the Society shall publish a year-book, quarterly magazine, or other serial publication, which shall contain accounts or proceedings of the meetings of the Society, together with such reports, papers, reviews, and news of archival activities as may be determined by the editor. Every member whose dues are not in arrears shall be entitled to receive this publication, and subscriptions shall be accepted from others at such rates as may be directed by the finance committee.

Records

22. The minute books, correspondence, and other records of the Society and its committees shall be preserved by the officers and chairmen of committees and shall be promptly turned over by them to the secretary when their terms expire. Records that have ceased to be of use in conducting the current affairs of the Society may, by direction of the council, be turned over to a depository selected by it for permanent preservation.

23. Amendments to this constitution may be proposed in writing filed with the secretary by any five members. Copies of the proposed amendments shall be mailed by the secretary to all members at least thirty days in advance of the meeting at which they are to be considered. If approved by the council they may be adopted by a majority vote, if not so approved, by a two-thirds vote, at any annual meeting of the Society.

Schedule

The first officers and five members of the council shall be elected by those present at the organization meeting. At the first meeting of the council lots shall be drawn to assign terms of one, two, three, four, and five years, respectively, to the elected members. The first members of the board of editors shall be elected for terms of one, two, three, and four years, respectively.

THE SAN FRANCISCO *UNCIO* DOCUMENTS

AN ENTIRE forty-two foot standard box car was required to transport the 3,500 cubic feet of official archives of the United Nations Conference on International Organization from San Francisco to the deck side at New York where space in the specie room of the *Queen Elizabeth* was made available to take the records to London there to be used by the Preparatory Commission. The archives consisted of all official conference documents boxed in quantities of two hundred copies of each document in English, one hundred copies in French, and fifty copies of the documents in the other languages, Spanish, Russian, and Chinese. The notes, papers, and records from the files of the executive officers and secretaries of the conference commissions and committees along with those of the secretary general, administrative secretary, executive secretary, documents officer, and their respective staffs, each file labeled to indicate its contents along with an extensive photographic record, both prints and negatives, and the complete stencil and photolith plate files, completed the seventy-ton package that will ultimately become the archives of the United Nations organization. The story of the eleven weeks of the conference at San Francisco can be found in this mass of documents. The following account gives a summary picture of the documentation with some comments on the process of its production.

The United Nations Conference on International Organization which met at San Francisco, April 25 to June 26, 1945, was called to perfect a plan of international organization developed by the four nations participating in the Dumbarton Oaks conversations in 1944. The UNCIO, in plenary session April 29, adopted the proposal of its committee of delegation chairmen and formally organized and staffed its activities around four commissions and twelve technical committees to consider the principal items of the Dumbarton Oaks proposals. In addition, general committees essential to the basic organization and procedure of the conference were set up as follows: Steering Committee, Executive Committee, Co-ordination Committee, and Credentials Committee. The initial plans to make the small (fourteen-member) Executive Committee the principal organ of the conference ran afoul of the demands of the smaller nations to participate in all matters and as a result the Steering Committee (chairmen of all par-

ticipating delegations) became the critical center of activity. [See UNCIO Doc. 67 (English) G/20, May 5, 1945, for a chart of the organization, functions, and officerships of the conference.]

During the time occupied by the first eight plenary sessions, which allowed the delegations to put their views on the Dumbarton Oaks proposals in the record, the committee and commission organization was being perfected, chairmen and rapporteurs selected from the delegation members, secretariat officers and secretaries assigned from the International Secretariat, and the general procedures agreed upon so that the spade work of the conference could be carried on by the technical committees. Each technical committee and commission had, in addition to the chairman and rapporteur, a secretary and several assistant secretaries from the International Secretariat. The four commissions each had an executive officer and small staff to coordinate the work of the various committees and subcommittees reporting to it. All commissions and committees were serviced by the International Secretariat through the staff of the executive secretary. [UNCIO Documents No. 68 (English) G/21, May 5, 1945, and No. 578 (English) G/68, May 26, 1945, are charts of the *Organization, Functions, and Personnel of the Secretariat*, reflecting the initial and final organization of the secretariat.]

As host, the United States provided the major portion of the staff of the International Secretariat. The secretariat was under the supervision of a secretary general assisted by two principal officers, an administrative secretary and an executive secretary. Outside of the housekeeping functions of supply, space, transportation, and finance provided by the administrative secretary, the principal job of the secretariat was that of planning the work of the committees, preparing minutes and documents, providing translation and interpreters, and other technical advice necessary to the conference activities. These latter functions were performed by the staff of the executive secretary. The documentation, from debate to archives, was organized under a small supervisory staff headed by a documents officer. The subject matter of this paper concerns the functions of the documents officer whose activities the author was able to view at first hand in the capacity of deputy.

General Pattern of Conference Documents

The general plan for the documentation of the conference was simply that a separate minute or report was to be prepared for each

meeting of the committee or commission on its own distinguishing masthead paper, identified by document number and appropriate symbol. Complications arose out of the need for translations into the two working languages (English and French) or the five official languages (Chinese, Russian, and Spanish, in addition) and the fact that parts of the subject matter of the four commissions and their twelve committees overlapped and were interdependent, requiring reconsideration of various phases of the subject whenever significant changes were made. An illustration is found in the ramifications of the problem of the vote in the Security Council. The scope of the "veto" of a large power affected decisions in Committees 1, 2, and 3 of Commission II dealing with the General Assembly as well as the committees of Commission III, concerned with the Security Council, and of Committee 2 of Commission I when it considered the amending process. To get the exact nuances of meaning into each of the language versions of the documents required all the skill and patience of the translating staff—especially when one recalls the pressures of time imposed by the deadlines set by ten or twelve committees meeting daily—and the demand made by each succeeding meeting that the documents of the previous meeting be ready for reconsideration as part of its next agenda.

In order to handle the volume of work that it was seen would be required, an assembly-line procedure was set up under the direction of the documents officer for the preparation, processing, reproduction, and distribution of conference documents. Two or more secretaries and assistant secretaries, assisted by verbatim reporters and typists, were assigned the responsibility for the preparation of the minute or summary report of each meeting. This manuscript, properly checked and approved by the chairman of the committee was submitted to the documents officer for processing. It was decided in the pre-conference planning in Washington to routinize and control this process by adapting the standard printer's job jacket technique to the operations to be performed. Accordingly an envelope, or job jacket, was designed which showed each of the possible steps through which the manuscript might flow before it emerged as a final document. Sufficient copies of the manuscript were requested (though most often not obtained) to allow simultaneous treatment in the various languages required. The job jacket and its contents passed from the documents officer, to the editors, translators, typing pool

(where stencils were cut or photo copy prepared), then to the duplicating staff (or print shop), each recording on the job jacket his receipt and completion of his part of the job. The original manuscript (for the archives) along with the required number of duplicated copies was sent to the distribution office where the delegations, secretariat, archives, and files received their copies. All these sections of the document officer's staff were operated on a three shift, twenty-four hour basis, seven days a week during their twelve weeks of operation. This use of the job jacket proved to be a farsighted decision as 5,550 jobs were processed in preparing the 1,550 conference documents in each of the five languages requested. This figure includes some three hundred papers of the working documents series, a large portion of which did not emerge as official conference documents for general distribution.

The General, Journal, Plenary, and Précis Series

The papers of general interest to all conference personnel were divided among these four series: *General* (with symbol G), *Journal* (a four to eight-page document printed daily), *Plenary* (with symbol P), and *Précis* (a summary digest of committee and commission activities issued for general distribution). In the *General* series are found such basic documents as the Dumbarton Oaks proposal (Doc. 1. G/1); the amendments proposed by the participating nations (Doc. 2. G/7 [a through w]; G/25, G/26 [a through f]; G/28; G/29); the organization plans of the conference (Doc. 68. G/21); the Order of the Day, a listing of meeting time and place for all official sessions; the list of documents issued, showing title, document number, symbol, and date; and the final draft of the charter submitted to the conference in plenary session, January 26, 1945 (Doc. 1191, G/128). The *Journal* issued each morning contained all special conference announcements by the president or secretary general, a listing of the scheduled meetings, the documents issued the previous day, and other information on activities of interest to all delegations and the secretariat. Each issue of the printed *Journal* was identified by a consecutive volume number.

The *Plenary* series contained all documents pertaining to the plenary sessions, *i.e.*, agenda, verbatim minutes, corregenda and addenda to the minutes. In preparing these documents the verbatim reporter's transcript was checked against a sound recording of the

proceedings. The corrections often reflected an after-thought of the delegation upon seeing the delegate's speech in print.

Pre-conference plans provided for a "record" to be published each day containing summaries of the proceedings of the committees during the previous day. This was to be a full official summary of each meeting prefaced by a very brief "contents-précis." By the time the technical committees were ready to meet, the document load in the two to five languages demanded was found to be so heavy that facilities were not available to print the "record." Moreover, the committees demanded their documents several hours in advance of each daily meeting and it was possible to meet this demand on time only by using the mimeograph processs. Thus the "record" would have been a printed duplication of the mimeographed or multilithed documents distributed to the conference membership in as much as the documents reporting committee meetings were summaries rather than verbatim reports. As a result a series carrying the masthead, *Précis*, was issued containing a very brief (usually a single paragraph) summay of each meeting beginning with Précis No. 1, May 5, 1945, Document No. 89.

Document and Symbol Numbers

At this point, before continuing with a description of the committee and commission documents, it might be well to explain the numbering system and its use for control of the documents issued.

The numbering system was devised prior to the conference, although relatively little study was made either of the needs for documentation control or of alternative numbering systems. So little definitive knowledge about the documents the conference would produce was available prior to its actual operations that it was deemed advisable to spend planning time on other subjects. The system adopted and used throughout the conference with relatively minor modifications involved:

(1) A document number for each separate document issued. Documents were numbered consecutively as they were received and registered by the documents officer.

(2) A symbol classification and paper number indicating the organ of the conference from which the document originated and that particular paper's relation to previous documents issued by that organ.

All official papers of the conference carried document numbers.

The working draft series should be considered an exception to this rule. These were considered as draft papers, some of which later became conference documents, others, like those of the Co-ordination Committee charter drafts were officially designated as restricted and unavailable for public release.

At San Francisco, 1,216 conference documents were issued. This does not comprise the whole of the documentation as several of the minutes of the concluding meetings of the Co-ordination Committee were not written up before the secretariat staff was disbanded. These documents were later prepared and issued by the U. S. Department of State in Washington. In addition what has been called Document 2, *Comments and Amendments to the Dumbarton Oaks Proposals* is in reality seventy-two separate documents. Their separate identity is maintained through the use of the symbol classification.

Neither the document number nor the date it was issued bears any necessary strict relationship to its chronological place in the conference documentation. Document numbers were assigned as the manuscripts were presented to the documents officer's staff for registry. All language versions of that document received the same document number and symbol. The date of the document was the documents officer's best estimate of when that document would actually appear in finished form ready for distribution. Usually the stenographic pool and mimeograph services had at least a twenty-four to thirty-six hour capacity load in prospect, the printers could seldom be given less than a twenty-four hour deadline, consequently many documents emerged two and at times three or four days after the secretary had finished the manuscript. Moreover, as the work load of the conference piled up few secretaries lived up to the requirement that manuscripts be ready prior to 11:00 P.M. of the day the meeting took place. All too often manuscripts received at 2 or 3 A.M. were processed for 8:30 A.M. meetings. Some types of papers had to be given absolute priority through the shop, *i.e.*, agenda, summary reports, and subcommittee reports. These, with their required French, and usually Russian, translations might take all the normal capacity of the document officer's staffs if ten or twelve committees were meeting daily. Accordingly, some documents registered early had to be shunted aside until staff time was available to complete them. This was very likely to be the case if the document was a long report.

It is by means of the symbol numbers that documents can be put together in their proper subject matter classifications. Just as

Doc. 10 (English)
P/1
April 26, 1945

was the first paper issued in English pertaining to the plenary sessions (in this case, its agenda) so also was

Doc. 70 (French)
I/1/1
May 4, 1945

the French text of the "Agenda for the First Meeting of Committee I/1." The part of the symbol I/1 indicates that the first committee of Commission I issued the report. The entire symbol indicates it was the first paper of the first committee of Commission I. Correspondingly the symbol I/2/9 indicates the ninth paper of Committee 2 of Commission I. Corregenda to reports or minutes were issued using the document number and symbol of the original report and adding a "(1)." If the document was reissued with material added to the original this fact was noted by adding to the symbol thus: (a).

The *Journal* provided a daily listing of documents distributed the previous day showing the symbol and the language or languages in which they were prepared. A "Cumulative List of Documents Issued" was prepared approximately every other week in order that delegates and others might keep abreast of what proved to be an overwhelming stream of paper.

Commission and Committee Reports

The documentation of the commissions and technical committees was broken down into sixteen series in accordance with the following list of commission and committee titles showing their corresponding symbols. These separate series can be readily assembled into four volumes of commission reports which represent the major aspects of the international organization created in the charter.

	Symbol	*Title*
Commission I	I	*General Provisions*
Committee 1	I/1	Preamble Purposes and Principles
Committee 2	I/2	Membership, Amendment and Secretariat

Commission II	II	*General Assembly*
Committee 1	II/1	Structure and Procedures
Committee 2	II/2	Political and Security Functions
Committee 3	II/3	Economic and Social Co-operation
Committee 4	II/4	Trusteeship System
Commission III	III	*Security Council*
Committee 1	III/1	Structure and Procedures
Committee 2	III/2	Peaceful Settlement
Committee 3	III/3	Enforcement Arrangements
Committee 4	III/4	Regional Arrangements
Commission IV	IV	*Judicial Organization*
Committee 1	IV/1	International Court of Justice
Committee 2	IV/2	Legal Problems

Executive, Steering, and Co-ordination Committee Papers

The other committees of the conference each issued short series of reports. The papers of the Executive Committee (symbol EX) and the Steering Committee (symbol ST) contain some of the flavor of the political maneuvering that took place outside of the more formal proceedings of the technical committees.

The few reports of the Credentials Committee were merged with those of the Steering Committee and are distinguished by the symbol "ST/C."

One of the interesting anomalies in the documentation developed around the first meetings of secretaries general of all delegations. The organization plans for the conference provided for a Steering Committee composed of the chairmen of all delegations. The executive officer of this committee insisted, over the objections of the documents officer, that the papers and minutes of these early pre-organization meetings could not be run under the Steering Committee masthead but should be separate, restricted, and unofficial documents apart from the Steering Committee series. His thesis was based on the strict legal viewpoint that a Steering Committee could not exist until the conference had formally organized and designated such a

committee. The compromise finally reached involved the creation of a separate series of reports of the "Meetings of Chairmen of Delegations" carrying document numbers and identified by the symbol "DC." Because the compromise decision was reached several weeks after the meetings had taken place the stencils were carefully rearranged, the reports properly numbered, and the series reissued to become part of the official documents. One of the sidelights of the problem was the fact that the U. S. delegation, as host, had assumed that established procedure in international conferences would be followed and had laid plans accordingly for the organization of the conference. This assumption would have made the chairman of the U. S. delegation chairman of the conference and also would have approved all the other provisional officers provided by the host nation. Banking on this assumption, the executive officer of the committee had prepared and issued a complete set of detailed recommendations for the committee's approval, hoping thus to expedite its operations. When the Russian delegation upset the apple-cart by proposing four co-equal chairmen all the nicely prepared plans had to be abandoned. The documents officer was able to keep most of these documents as part of the conference record by establishing this separate "DC" series.

The Co-ordination Committee reports (symbol CO) enjoy the dubious distinction of being the only group of documents that were not released to the public when the matter was voted upon by the conference. The various explanations advanced for maintaining these documents in the restricted classification usually hinge around the belief that the deliberations of the Co-ordination Committee will reflect the differences of viewpoint among the "Big Five" as well as the differences between the "Big Five" and the "Little Forty-five." Much of the validity of this argument is lost, however, because a careful perusal of several of the technical committee series will reveal the various delegation viewpoints.

Executive Secretary and Secretariat Papers

Two sets of papers comprise the record of the housekeeping procedures of the conference. One is part of the official documentation, the executive secretary series (symbol EX-SEC), the other did not carry document numbers but is a series restricted to the International Secretariat, the secretariat papers (symbol SEC). The executive sec-

retary papers carried official announcements for the conference, organization plans, proposed procedures or procedures determined by the Executive or Steering Committees. The secretariat papers carried announcements pertinent to the staffs of the administrative secretary or the executive secretary, instructions regarding the preparation and processing of documents, entertainment and recreational programs available to the secretariat in San Francisco.

Although no index has yet been published an exhaustively complete one was maintained by the index officer at San Francisco for use by the delegations and the secretariat. This unpublished index is now on three-by-five cards in the files of the U. S. State Department. It will be a real aid to those who plan research in this field. Present plans call for the completion of the index as soon as the remaining Co-ordination Committee documents are finished and for the publication of the entire index.

Document Distribution and the Permanent File

The process of distributing this constant stream of documents to the fifty delegations, and the approximately sixty separate officers or offices of the secretariat, press, official observers, and libraries offered almost as many problems as did the preparation of the documents. In order to fulfill the usual pattern of requests for a document, 5,000 copies in English were provided (1,500 in French, 500 each in Chinese, Spanish, or Russian) if the report was to receive unrestricted distribution. Such distribution was always given to the *Journal,* and *Plenary* series. Certain other reports, particularly those final rapporteur's reports to the commissions were given similar distribution. Documents that had a restricted distribution were prepared in quantities of approximately 3,000 copies (English), 750 (French), and 200-300 in the other languages. Such "restricted" distribution meant only that official delegation members and the members of the secretary general and executive secretary's staffs dealing with commission and committee work received copies. The press and non-official observers were denied.

In every case it was the responsibility of the distribution officer to (1) transmit the original manuscript and four copies of the document to the archivist, (2) maintain two hundred copies at all times as permanent file copies for the UNO file, (3) distribute the requested number of copies to the delegation and secretariat messengers

when they identified themselves and asked for their documents. This latter task meant a tremendous clerical job as each official requested a different number of copies in the various languages. The delegations' requests varied from a maximum of three hundred copies (U. S. and Chinese) to two or five copies. Each delegation requested a different number depending upon the language in which the document was written. From seventy-five to one hundred separate sorting operations had to be made for each document issued and for each of the languages in which it was prepared.

The permanent file copies were packed in specially prepared paper board document boxes measuring 9 by 11 inches and 36 inches long. As a standard 8 by 10½ paper was used each box would hold about 3,500 sheets. The documents were stacked in the boxes and separated by a divider sheet on which was indicated the document number, symbol, language, and number of copies of each document. The purpose of this arrangement was to permit the use of these document boxes as temporary stacks while the documents are in Church House, Deans Yard, London, being used by the Preparatory Commission of the United Nations prior to their being sent to archives at the permanent seat of the United Nations Organization.

William J. Bruce

U. S. Bureau of the Budget (on detail to the State Department for the San Francisco Conference)

TREATMENT OF FIRE AND WATER DAMAGED RECORDS

IT IS to be expected that the larger and presumably more important library and archival establishments today are fully cognizant of the ever-present possibility of fire-damage to their holdings and that they have provided suitable protective equipment. Such establishments are usually manned by guards day and night, are housed in fire-resistant buildings, and are generally provided with the automatic fire-detecting system and carbon dioxide fire-extinguishing equipment as recommended by the National Fire Protection Association.[1] The danger of any large-scale conflagration or appreciable water damage under such conditions is almost negligible.

Unfortunately the greater percentage of valuable records and volumes are not housed under these ideal conditions but are kept as best they may be by multitudes of smaller libraries, archives, and other establishments of a public or private nature that may not be primarily concerned with records protection. These records are subject to varying hazards and every year a sizable bulk of the material is destroyed by fire. It is impossible to estimate the quantity of valuable papers and books that have been lost by this means in the past, but it is safe to say that the world is substantially poorer in a cultural way not only because of the great well-known fires of the past, such as the burning of a large part of the Alexandrian Library in 47 B.C., but also because of the losses sustained in the innumerable lesser fires of later dates. Although great advances have been made in the knowledge of fire prevention and fire extinguishing, the smaller establishments now in existence that are unable to provide the recommended forms of protection are still dangerously subject to fire hazard, and in spite of all possible precautions it may be expected that records will continue to be lost and damaged by fires of the future.

It has been the experience of the National Archives in its work with other agencies that the damage resulting from these inevitable catastrophies may be largely reduced and in some cases almost completely eliminated by careful and intelligent handling of the records materials as soon as possible after the fire has been extinguished. It is the purpose of this paper to describe the methods that have been

[1] *Protection of Records: Consolidated Reports of the Committee on the Protection of Records* (Boston. National Fire Protection Association, 1939), 88 pp.

found generally adaptable and have best served the purpose of putting the remnants of a group of fire-damaged records in good usable condition.

The records custodian faced with the problem of rehabilitating a group of burned and water-soaked materials should make a careful inspection of the area as soon as possible after the fire has been extinguished to determine the extent of the damage and to plan for the orderly salvage and evacuation of the material if these should be necessary. This tour of inspection should certainly be made before any debris is cleared away or any reconstruction of a permanent nature is undertaken. The custodian will generally find that in a moderate fire the records on top, if they are loose papers on open shelves, will have suffered the greatest fire and water damage but that they have in turn protected the sheets below them. Papers stored in folders or small boxes are frequently found in good condition although the containers may have burned to some degree. If a considerable quantity of water has been used to extinguish the fire, some of the records on lower shelves or directly on the floor may be completely water-soaked.

After the custodian has appraised the damage he should form a definite plan for handling the material that will result in the greatest salvage in the least possible time and with the least amount of skilled labor. In almost every case of fire and water damage it is assumed that maximum salvage of all materials is desired; and if that is true, the plan should be based upon the physical nature and requirements of the various types of records materials affected rather than upon their relative values. Bound volumes, because of their complex nature, are subject to the greatest potential damage and should be cared for immediately after the dry, charred papers have been set aside under cover for safekeeping. Wet papers, both burned and not burned, should be handled next, and last of all the dry ones may be sorted and repaired where necessary.

Small Scale Rehabilitation of Fire and Water Damaged Records

In order to describe the method of approach in salvaging records after a fire, it will be assumed that there has been a fire within a record room of a fire-resistant building. The fire attained considerable intensity before it was extinguished by the water, some from the overhead sprinklers and some from the fire hose. The building

structure itself was undamaged but the furniture, shelving, and some of the records were badly charred. The records consisted of a large section, from floor to ceiling, of leather, paper, and cloth-bound volumes; loose papers filed vertically in folders in file cases; loose papers laid flat on shelves, some in folders and some without covering; and a group of maps, both paper and tracing cloth, which had been left on a table.

Upon examining the room after the firemen had left, it was found that the loose paper records stored on the open shelves had suffered the greatest fire damage. Those on the tops of the piles were badly charred and some may have been burned beyond recovery. The papers stored lower were burned around the edges and somewhat damp. One pile of papers had been pushed from the shelf by the force of the water and the sheets were scattered on the floor in the water and debris. The papers in the file cases seemed to have suffered little water damage but appeared to be scorched and brittle from the intense heat. The volumes on the whole were not badly burned but those near the top were wet from the spray from the sprinkler nearby. A few of the bindings had burned somewhat and the pages of these volumes were scorched on the edges. Those tightly packed on shelves appeared to be in better condition than those that had been more loosely arranged. The maps on the table were mostly heavy mounted sheets and seemed to be more wet than burned.

In such a situation the actual total loss of material should be relatively small and it should be confined to the few top loose papers that had been stored flat on open shelves. All else should be salvaged in such condition that it may be immediately usable or safely stored pending suitable rehabilitation at a later time.

First Aid

Salvage operations that will aid considerably in the eventual rehabilitation of the materials may probably be carried out advantageously in the following order:

1. The loose papers scattered on the floor should be picked up, carefully smoothed out where crumpled, and placed individually between white blotters to dry. The identification of the series, or of the individual papers where desirable, may be written directly on the blotters.

2. The very badly charred loose papers on shelves should be

carefully covered with blotters to prevent loss of fragments but left in place for the time being.

3. The water-soaked volumes should be taken from the shelves to a dry room where they should be stood on end with their covers spread to permit rapid drying. A glass-topped table is ideal for this unless the material is actually dripping, in which case blotters should be used to remove as much water as possible. The drying of the volumes will be hastened if a fan is used to circulate the air around them. If the water-soaked volumes are removed soon after the damage, the bindings and pages will not stick together, molding will be prevented or at least minimized, and it is unlikely that the dye in the binding materials will stain the pages.

4. The maps should be blotted to remove excess moisture and then spread out singly on a flat surface to dry by exposure to the air. It is not advisable to place this type of records material directly between blotters because the paste used in mounting maps may seep through the backing and cause the maps to stick to the blotters.

5. The damp papers that have not been scorched should be carefully separated from one another and ironed immediately or placed individually between blotters to dry. The damp papers that are embrittled from the heat or burned to any degree should not be ironed but must be dried by interleaving with blotters.

All this work should be carried out within twenty-four hours of the fire or before the moisture has evaporated to any extent in order to minimize the amount of subsequent treatment of the material that will be necessary.

Further Repair

Maps:

When the maps are fairly dry they should be placed between waxed papers and then in turn between white blotters and pieces of corrugated paper. This arrangement may be built up to include a number of maps and then weighted until drying is complete. A large piece of masonite or other wallboard is excellent to provide the even pressure over a large surface that map flattening requires. If necessary, additional weight may be supplied by placing heavy objects on top of the board. The maps should be allowed to remain for several days under this pressure to provide the ample time for complete drying that will prevent the later curling or buckling of the material.

Bits of charred paper or other foreign materials may be removed from the surface afterwards by gentle scraping or lifting with a thin knife. In some instances superficial dampening of the surface may be required to aid in the removal of the dirt, but this means should not be employed unless the other method has failed. After the maps have dried thoroughly the edges should be carefully examined to determine whether or not the water has loosened them from their cloth backing. Any parts that are not securely attached to the mount should be repasted. If the pasting needed is extensive, the maps should be replaced under the weight to dry again.

If a map on tracing cloth has been thoroughly wet, it may apparently have lost a good deal of its sizing and will be limp and somewhat out of shape. It should be carefully suspended while still fairly damp from a taut cord or a rust-proof wire so that it may hang freely in the air with the warp or lengthwise of the material hanging vertically. The sheet should be carefully attached to the cord across the entire width so that all parts will hang down smoothly without sagging. The cloth should hang undisturbed in this way until practically dry when it may be safely handled. It may then be taken down and pressed lightly with a warm iron on a firm ironing surface. A tracing carefully treated as described should show little or no distortion or other ill effects of its wetting.

Volumes:

After the bindings of the volumes have become moderately dry by exposure to the air as previously suggested, simple jackets of heavy waxed paper should be made for them so that the books may be laid flat with the covers closed without risk of the binding cloth sticking to or staining the pages or the surface on which the books rest. The next step consists of examining the pages of the wet volumes, separating them from one another by inserting a thin spatula if necessary and interleaving the sheets with thin white blotters or other absorbent paper. The volumes, stacked with heavy blotter padding between them, should then be placed in a book press under light pressure to flatten the sheets and to eliminate warping of the boards during the drying. Care must be exercised that the pressure is exerted on the boards only and that the hinges and back extend beyond the press. After twenty-four hours the volumes should be removed from the press and examined. The pages may not be perfectly dry

but under ordinary circumstances they should have no tendency to cling together when the damp blotters are removed. If the paper is extremely heavy and has been thoroughly soaked, however, it may be desirable to replace these blotters with dry ones and repeat the treatment. When the blotting papers are finally removed, the books, still in their waxed paper jackets, should be stacked in piles with their title strips alternating from left to right. It is recommended that the volumes be separated from each other in these piles by placing corrugated paper between them. A weight of about five to ten pounds should be placed on the top of each pile and this whole arrangement should be left undisturbed in dry air for at least a week or until the covers have dried thoroughly. If the volumes have been too badly damaged to respond to this simple treatment, it may be necessary to uncase them, flatten the boards and dry the pages separately, and then replace the casing. Under ordinary conditions, however, if the treatment of the wet volumes is undertaken promptly, there should be little need of resorting to this method, which is not only more time-consuming but also requires the services of an experienced bookbinder. Volumes that have been partially burned and have shrunk or warped somewhat around the edges will certainly require expert care in any case. The old boards must be entirely discarded and new ones that are large enough to protect the pages adequately must be provided. During the rebinding process the pages should be carefully examined and repaired if necessary. Probably nothing need be done where charring has been superficial and has been confined to the edges, unless the paper has been subjected to such intense heat that it has discolored or embrittled noticeably. In such cases the pages must be painstakingly separated, individually laminated or otherwise strengthened, before they are rebound. Badly charred pages must, of course, be strengthened before rebinding.

Loose papers:

After the maps and volumes have been satisfactorily disposed of, attention may be directed towards the repair of the loose papers. Those that had been water-soaked, whether burned or not, have been separated while wet and placed between blotters as a first-aid measure. It would now be advisable to examine systematically and sort out the other papers, separating those that have been burned to a greater or less degree and will need repair from those remaining in good condition. Unless the papers in folders are very weak and badly

charred, they may be most conveniently handled by transferring them with their identification from the old, damp, or charred folders to new ones. The papers that had lain free on the open shelves will probably be more seriously injured than the others and these should be interleaved with blotters to protect them as much as possible from loss and fracture until their repair may be undertaken.

After the whole collection has been carefully examined and sorted, the material will probably be divided into several well defined groups: (1) the water-soaked and burned sheets between blotters; (2) badly burned sheets between blotters; (3) the free papers in good condition that need no treatment; (4) papers in new folders that are brittle and that should be repaired; (5) papers in new folders that need no treatment; and (6) papers in the original folders. Of these categories, those sheets placed between blotters should have first attention. Those merely water-soaked may be dried by ironing or by pressure and will need no other treatment. The burned ones should be carefully laminated by means of heat and pressure with transparent thermoplastic sheeting, or if this method is not available, the documents may be covered with such a sheeting that is supplied with an adhesive for direct hand application. Either method will provide sufficient additional strength for safe handling of charred papers.

Large Scale Rehabilitation of Fire and Water Damaged Records

It has been assumed, in the foregoing discussion, that the bulk of material damaged has been relatively small but valuable and that the resources of equipment and labor for its rehabilitation have been rather limited. If the damage is extensive, however, and labor, equipment, and materials are plentiful, certain modifications may be suggested. Large quantities of wet papers may be quickly and effectively handled by ironing with a mangle. Large quantities of charred papers can be handled most economically by laminating with heat and pressure. If such equipment is not available close to the scene of the catastrophe, the documents may be safely shipped to a laminator by interleaving them individually with blotters somewhat larger than the documents and tying the bundles securely with string. There appears to be no really satisfactory rapid method of treating wet volumes on a large scale, but it is highly important that all of them be removed from their shelves and separated from one another as quickly as possible, before the glue sizing of the book cloth binds them together into a solid mass. If papers or books are allowed to

remain in wet masses for any protracted period, they not only stick together but may mildew and become stained with the inks and dyes used in their manufacture. Some of the water-soluble inks may blur or disappear entirely under such circumstances, but if the material is separated and handled promptly little real permanent damage may be expected.

Later Salvage

Although it is always desirable, it is not always possible to deal with fire-damaged records immediately, and the custodian may sometimes be faced with the problem of salvaging what he can from a fire which has occurred a month or two previously. Here the problem is quite different and the method of approach must necessarily be modified to some extent. The percentage of salvage may be as great, but the task will be far more time-consuming and expensive than it would have been if immediate first-aid treatment could have been undertaken. More equipment, and more careful and highly skilled workmen, will be required. The volumes may be found glued together, the boards warped, and the colors streaked and staining the pages. The loose sheets may also be stuck together and badly shrunk or wrinkled. The process of separating these pieces must be carefully carried out, using a very thin, large spatula to lift each sheet. The papers must be moistened by exposure to air of high humidity and then ironed or flattened under pressure. Pages of volumes may be handled in the same way with little danger of damage, but the bindings themselves will at times defy satisfactory separation and it is to be expected that a relatively large proportion of the bindings, which may have been in good condition, must be discarded and replaced with new ones. If the pages have been stained by the dye of the bindings, there is nothing that may be safely done to remove the discoloration because any bleach that would be effective would also dangerously weaken the paper. Mildew stains on paper are also extremely resistant and no attempt should be made to remove them other than to dust the sheets with a soft cloth. Mildew on bindings may be reduced and occasionally completely eliminated by wiping the bindings with a cloth moistened with carbon tetrachloride or other dry-cleaning solvent. Leather bindings that have been wet or exposed to excessive heat will benefit considerably by a liberal application of a suitable leather dressing, rich in neat's-foot oil. This

treatment will help to prevent excessive brittleness and premature decay. Salvageable buckram bindings may give satisfactory service without treatment but their appearance and general texture will be improved if a coating of a clear lacquer which does not contain cellulose nitrate, shellac, or varnish, is applied. The ethyl cellulose and the vinylite resin base lacquers have been found suitable for this use. The volume should be air-dry and conditioned to the normal humidity of the storage area before any lacquer is applied.

From this discussion it will be apparent that although fire and water damage have always ranked high among the enemies of records and have caused the complete destruction of enormous quantities of them in the past, such damage should not, in most cases, be considered irreparable. A high percentage of salvage from all but major disasters is generally possible if the problem is approached and handled promptly in a logical and orderly manner based on the physical requirements rather than on the intrinsic value of the records affected. If the records are carefully repaired in the best manner available, little loss should be anticipated from the usual type of records fire.

Adelaide E. Minogue

The National Archives

POLICY DOCUMENTATION IN THE WAR PRODUCTION BOARD

OUT of the hundreds of books written about the last war, only three dealt extensively with our munitions production: Bernard M. Baruch's *American Industry and the War;* Benedict Crowell's *Munitions Production, 1917-1919;* and Grosvenor Clarkson's *Industrial America in the World War.* All three grew out of intimate association with the events they pictured, and indeed the first two studies were actually final reports of war agencies. Baruch was chairman of the War Industries Board, Crowell was Assistant Secretary of War and Director of Munitions, and Clarkson was director of the Council of National Defense. To be sure, our munitions production in the first World War was relatively unimportant. We depended almost entirely upon French and British production for artillery and heavy equipment, contributing our share by transporting raw materials to feed the foreign factories.

Contrast that with the second World War when we supplied the United Nations for a global war. The story of American production is the real story of our part in the second World War. It was, as someone had said, "a quartermaster's war." And this is the story which unfolds in large part in the records of the War Production Board.

At the beginning of our war effort, the record of the past was searched, and when finally located, was found to be gat-toothed with missing information. The studies prepared by the Army Industrial College attempted to prepare the Army for this war, but they were nonetheless inadequate. Hastily the extant records of the War Industries Board and the Council of National Defense, the Emergency Fleet Corporation and the Shipping Board, the Committee on Public Information, the War Food Administration, and the War Trade Board were scanned. Research projects were set up in the new emergency agencies, in the Bureau of Labor Statistics, and nearly every other "war related" agency; Baruch's report was reprinted by a commercial firm; but even if the entire story had been available the effectiveness of this late-in-the-day program was problematical. Knowledge must be assimilated over a period of time in order to affect habits of thought, otherwise there is too great a temptation to resort to the "this time it's different" attitude that no forebodings can temper.

The challenge of recording the details of the war was recognized early by President Roosevelt. A Committee on Records of War Administration was appointed in the Bureau of the Budget under the guidance of Pendleton Herring of Harvard to foster and coordinate historical projects in the war agencies. The records and history-writing programs which were, or had previously been, established in the War and Navy Departments and other agencies were as diverse in make-up and procedure as there were separate agencies or major departments within the agencies. In some cases, the historian was left to fend for himself in finding his material; in others, he was saddled with both records collecting and writing responsibilities, with the result that neither could be done to best advantage; in still others, the records and writing programs were tied in with reliance on operating divisions for assistance in both fields but subject to pressure from both operating and staff levels at cross currents, with unsatisfactory effects on both the historian and the job he was trying to do. In the War Production Board, records retention was so integrated with the writing project as to facilitate and document the latter while retaining its own identity as the source material for future historians and researchers and to ease the path for Congressional investigations, legal cases, and administrative uses.

The evolution of this records program was gradual and developed despite much administrative indifference. In the spring of 1941, Henry E. Edmunds was appointed archivist in the Office of Historical Advisor of the Priorities Division, OPM. It was not until November, however, that the establishment of the Office of Historian and Recorder was formally announced in the administrative issuances of the division. The duties of the office were: (1) to serve as historical advisor to the division on all priority and allocation experience; (2) to prepare surveys and reports on past priority and allocation experience; and (3) to provide permanent records of priority and allocation actions and experience.

In connection with his duty of furnishing officials in the agency with information about the experience of the last war, the gaps in the remaining records of the War Industries Board and other first World War agencies brought home to Mr. Edmunds the absolute necessity for corralling and controlling the records of OPM while the agency was active instead of waiting until the end of the war, as had been done in 1918. Therefore, he sought to extend the boundaries

of his archival activities by impressing upon his superiors the necessity for having a records program for the entire agency, thereby increasing the efficiency of the operating divisions by retiring their records not in active use to a central depository at intervals with a considerable savings in space and equipment and insuring the safekeeping of this material for the benefit of the agency as a whole. The rigors of that job can only be told by Mr. Edmunds himself, but with time and tact he gradually succeeded in getting together many of the noncurrent records of operating divisions and most of the records of discontinued or reorganized divisions, even at the point of rescue from the route to the incinerator.

By the fall of 1942, Mr. Edmunds was established in a records depository in the basement of an old school building next to the railroad tracks with about ten thousand linear feet of records and a staff of five. But it was not only the initial acquisition of the inactive records and their housing, recording, and servicing that concerned him. The problem of making the records available for research or quick reference from a subject standpoint had convinced him that the prevailing archival precepts of provenance, of keeping the records in the form in which they were originally filed as a reflection of the character of the administrative organization which created or accumulated them, was not particularly applicable to the records of the War Production Board.

In such an emergency agency, the administrative history of its intraorganizational set-up is lost in the constant metamorphosis of the agency itself, and the recurring reorganizations and shifting personnel leave only a few industry divisions with anything like continuity of name and place in the hierarchy. Consequently, for any meaning at all, one must rely on functional development. Here again changes of emphasis were so frequent that even continuing functions like priorities and administration of basic commodities like steel, copper, and aluminum were affected by varying organizational realignments. The rapidly changing war situation, which necessitated providing for various urgent production programs momentarily superseding everything else in importance and for contingencies which might or might not occur, demanded fluidity of organization and functioning in the board.

OPM, SPAB, and WPB, and in a degree, their predecessor, the Advisory Commission to the Council of National Defense, were

created for one purpose—to produce the wherewithal of war. Theirs was the blanket charge to do the job in the quickest possible way and without regard for the refinements of ordinary government procedure in complying with the rules and regulations designed to restrict expediency or favoritism to the welfare of all. In fact, some peacetime operations were deliberately circumvented in order to secure the wholehearted support of industry and to obtain information otherwise restricted to the companies' confidential files. It was hectic. Lights burned brightly every night along Independence Avenue. Records were the least of anybody's worries.

In the beginning, there was an attempt to set up a central files system, but this soon proved impossible. At one time, the offices of the agency were located in seventy-two different buildings within the city of Washington, in addition to the field offices and operating divisions located outside the city. Business was transacted in large part over the telephone and by wire, and the fastest and most efficient courier service simply could not keep pace with the demands upon it. It finally developed that every office kept its own records and any attempt at centralized control was maintained only in an advisory capacity as a service to be consulted at the request of the division and as a training course for new file clerks. The character of the files prohibited uniformity among the various offices in many cases because of the diversity of the activities performed and the nonconformist business and collegiate backgrounds of many officials.

Mail and files sections were set up under the administrative officers in most of the large operating divisions. Their files however, were generally administrative and company case files regarding applications for priorities, the multitudinous statistical forms required from industry, discussions of special industry situations, and procedural problems. The nearest approach to central files, besides the master priorities files, were those of the Materials Division of OPM and of the Office of Civilian Requirements and the Program Bureau of WPB. Even so, each section within those offices kept its own files. General "policy" material usually centered in the "desk" file of a staff official or the office files of chiefs of divisions, branches, and sections. These collections, being small, were easily lost because of the constant reshufflings of office space, the momentary reorganizations of the agency, and the short terms of many key officials who left their corporations to do a specific job in Washington and rushed back to

their companies when the job was done or were sped off to other jobs for the government in Lend-Lease, the Board of Economic Warfare, or other parts of the capitol alphabet. The files left behind were often picked up by the next occupant of the office, regardless of relevancy of function. As an illustration, the shipbuilding records of OPM were discovered in the middle of an accession from the Radio and Radar Division of WPB for no rhyme or reason. In other instances, officials carried their records along with them as they moved from job to job.

Many of the files were handled by secretaries, who had no appreciation of the continuity of a file as a unit or as the record of a function, but were only concerned with caring for property and serving their chiefs during their individual tenures. They disclaimed all responsibility for finding a document a year old, when they had been there only eight months. Moreover, their interpretation of information, as exemplified by folder labels, was often, to put it mildly, quaint. On the other hand, some industry men had little interest in records other than those needed for continuing operations. The files left by important officials were sometimes found to contain nothing at all suggesting the personality of the men or their offices. Many of these collections consisted almost entirely of top level issuances, published for limited circulation, but duplicated in the files of other high officials. Conforming to the old government saying that "nobody ever signs anything he writes or writes anything he signs," carbons of important outgoing letters often failed to turn up at all in the file of the sender but appeared in the file of the lesser known aide who actually drafted the letters. The "original and seven carbons" system was not only prevalent throughout the agency, but the carbon count frequently seemed to go higher.

Thus, the problem that confronted Mr. Edmunds in considering his collection may be defined as: (1) Confusion of record keeping systems; (2) Administrative fluidity; and, (3) Size and duplication of files.

By this time he was able to turn his attention to something more than the struggle for recognition of his records program. It seemed to him, therefore, that the only solution was to locate and segregate the material of permanent value and arrange it in such a manner that it would be immediately available for research purposes.

This decision was also influenced by the fate of first World War

records. From his experience in answering requests about the last war, Mr. Edmunds found that questions were generally of two kinds: (1) How and why: Who granted priorities? Were typewriters rationed? How much steel was allocated to small businesses to keep them going? (2) The flashy requests—punch lines for speeches, publicity drives, or slogans: How many bullets were fired in France? How many men were employed at the Hog Island shipyards? In retrospect, it meant that what was wanted was precise information on definite subjects, in brief, and quickly.

The story of what happened to the first World War records has been told several times, but it is worth repeating. Nothing was done while the war agencies were active. Late in 1918, Miss Adelaide Hasse was hired to gather together and arrange the records of the War Industries Board and the Council of National Defense. Unfortunately it was already too late, because many officials had already carried off their records, some files had disappeared in the general melée, and other government agencies had already put in their bids for pertinent records. Mr. Baruch's corespondence had become sepaated from the files, the field office records, and many others were likewise gone. Miss Hasse and her assistants rearranged the remaining records alphabetically by subject, with organization and administration in a separate alphabetical arrangement. After four years or so, Miss Hasse left the War Department which had custody of the collection, and the records were for the most part buried at the Army Industrial College until they were transfered to the National Achives in 1937, where some semblance of order was restored to the disarrangement which had progressed during the intervening years. During that period, portions of the material had been withdrawn for use by Army Industrial College and by Congressional committees, with the result that some documents were lost or not refiled properly. In the many physical transfers of the records, they were shuffled around, folders disintegrated and the contents scattered.

In 1935, when the Senate Special Committee Investigating the Munitions Industry (the Nye Committee) was studying the War Industries Board, it could not even find an adequate summary of the activities of the agency. The comprehensive final report prepared by Holsinger and Johnson in 1919 could be found only in galley proof. What became of the original or why the galleys were never printed is unknown. These proofs were finally printed for the use of

the committee and constitute the best record of industry's accomplishments, but copies are practically collectors' items.

The other war agencies records fared even worse. Most of the Committee on Public Information records were lost; the War Shipping Board records were buried in the dust of the old White House garage until the late war; the Food Administration records remained in space-consuming expansiveness even after their transfer to the National Archives, but many important documents had long before been removed to the Hoover Library of War, Peace, and Revolution at Palo Alto.

Unfortunate as the case was then, how many times more serious would such an oversight be now. The War Industries Board employed around 1,000 people and with its predecessors lasted only about a year and a half. The War Production Board employed over 22,000 people at its height and with its predecessors lasted four and one-half years. In 1919, the possibility of future wars seemed remote; in this atomic age, nothing is remote or impossible.

Analysis of what happened to first World War records revealed these salient points: (1) It is easiest to use records when they are arranged simply by subject. (2) The time to begin records conservation is while the agency is active. (3) Effective use of records is impeded by having to wade through quantities of operational material and records of purely transitory importance. (4) Officials often carry away their records because of ignorance of the law and because they do not trust the government to properly preserve them (or because they might wish to preserve the record for a more personal posterity). (5) Governmental mistreatment of records is not due to negligence or indifference alone, but is weighted in the initial instance by the bulk of the material which creates a storage problem and, secondly, by the absence of people who know anything about the records or the agency when the records actually do come up for consideration. (6) The inaccessibility of the records to government and to qualified scholars may have contributed to our ignorance of industrial mobilization and to our intellectual apathy toward it (witness the dearth of material written about the first World War industrial effort as well as the complete reliance upon the Army Industrial College to adequately cover the subject area).

On these assumptions Mr. Edmunds proposed to act and to make of his office something more than a mere repository of inactive records.

The problem of preserving the experience of the War Production Board and its predecessors was being considered on a "topside" level about this time also. Luther H. Gulick, chief of the Division of Organizational Planning, wrote to Chairman Nelson on October 15, 1942: "It is recommended that a group of professionally trained persons be established to collect and record in orderly fashion the documents of major importance in the development of the policies and organization of the WPB." The suggestion was approved by Mr. Nelson on October 17. The chairman himself had already gone on record as suggesting that a "case file" of important decisions of the board be made in an effort to reflect in example how the various problems of WPB had been met. The difficulty here was that his staff assistants, whom he would have assigned to compile and analyze the material, did not have the time to devote to it. Nearly nine months elapsed before the suggestion formally presented by Mr. Gulick became actuality.

In January, 1943, the Historical and Recording Section (the records function had been combined previously, for administrative purposes, with the function of publishing the industry orders of the board in the *Federal Register*) was transferred to the Distribution Bureau. About the same time, an attempt at organizing a subject matter file was begun in the Office of the Executive Secretary. This effort was hampered by the fact that, outside of the records of the board itself and top committees served by the central secretariat, the file's sponsors had no general access to the records of any other office within the board. On April 19, 1943, the Historical and Recording Section was finally transferred to the Office of the Executive Secretary, where it would be in a logical position to exercise a non-competitive and horizontal overall position to the operating divisions of the board. It was only natural, therefore, that when the history program, or policy analysis program as it was known, was activated in July that it should be integrated with the records program.

Under the new set-up, formally established by an administrative order dated August 13, 1943, the Historical Records Section of the Policy Analysis and Records Branch was able to implement with more authority its already well-established function of accessioning, administering, servicing, and recommending for disposal. In addition, it was able to put into effect the creation of a policy documenta-

tion file. This was to be the single comprehensive file of the top policy documents selected from the higher level records collections of WPB, OPM, SPAB, and those records of the Advisory Commission which had not been taken over by the Bureau of the Budget.

Incidentally, the discrepancy between actual organization of the Policy Analysis and Records Branch and the date as listed in the General Administrative Order, noted above, is not an uncommon one throughout the board. It is especially noticeable with committees whose minutes often predate from one to three months the date of establishment announced in an administrative order and is another example of the problems confronted by persons who are called upon to service the records with no familiarity with the inner workings of the agency.

The factor of selection of important documents had passed through several stages of thought. In exploratory conversations in May, 1943, it was recommended by Mr. Edmunds that the selection and collection of significant documents could best be accomplished by centralized control over the decentralized files. He agreed that selection criteria should be established at the point of origin in each office of the board, subject to continuous review by the records program personnel, an idea which he felt impelled to modify considerably in undertaking actual operation of the task. The analysis of the quality of records by their originators leads to either the theory that everything is wonderful, the most important records created in the board, or that everything over three months old is obsolescent and of no further value. Furthermore, officials are often unable to view their files or indeed their duties in proportionate relationship to the other offices of the board, or else they are so disinterested that they leave the matter to their administrative officers, who seldom have the experience for making such decisions. In practice, some offices attempt a last-minute screening processing on their files before finally turning them over to the section, which, usually left unfinished, only further confuses the state of the material and enables the officials to carry away what they want and consign what they inexpertly consider useless or not fit for the record to "Confidential trash." Naturally the watchful eye and attendant ear of the Historical Records Section is on the alert to catch such recalcitrants.

As in the case of the history program, records selection needs the unbiased viewpoint of qualified professionals. Naturally in acces-

sioning any group of records, the opinion of the office of origin is solicited and valued as to the general quality of the records, but for individual documents the trained and indoctrinated expert can usually sense their importance without having actually fathered them. For the record, one of the suggestions offered in the early talking stages before the program was begun was that every document should be labeled at its origin to show whether it was of permanent or transitory value!

Inevitably the question arises: What is a policy document—how does one select records of enduring value? Inevitably the answer follows: We just select them. Although this is the simple truth, there is the more involved and sonorous definition constructed for those who take their facts solemnly: Policy documents are those which express the theoretical principles, define the powers, and declare the administrative decisions of higher authority or lead step-by-step to the making of those decisions, which initiate and explain procedure, and which report the plans, activities, and organization of the agency and its component parts in sum, in specific or part, and in relationship to its background.

Initially the criteria rests with the files selected for screening. The files of key staff officials and chiefs of operating divisions fall naturally into this category: the chairman of the board, the various vice-chairmen, chiefs of divisions and bureaus, key officials called in to perform special functions. Files below the division level might occasionally be chosen for screening if they cover an important subject area not adequately covered elsewhere or if they serve to illustrate the difference between policy and procedure. The major renderances and issuances of the agency, such as reports, publications, committee and board records, statistical compilations, procedural manuals, administrative orders and regulations, external orders and directives, organization charts and directories, and executive personnel lists are basic to such a collection.

Delegations of authority within the agency, from supra-organizational levels, and in agreement with other agencies are likewise selected, as well as records of committees which might originate in other agencies but which had WPB representation. Some case files reach the selected documents level but principally in the "cause célèbre" stage; that is, matters involving certain companies or projects which, because of special political or economic significance or

affecting matters of policy, came to the attention of top officials in whose files the dossiers were left. Drafts of documents constitute a problem, as the number often goes well over ten. It was finally decided to save only those which were substantially different from each other or the final draft or those which bore marginal notations, expressing an opinion.

The type of file chosen for screening is generally the subject file. Name and numerical files seldom turn out to be of policy caliber. Classified files (secret, confidential, and restricted), by the very reason of the necessity for security at one time, are important. Chronological files, which most operating offices consider as non-record material, pose a separate problem. First of all, it is difficult to determine just how they are to be made up, because letters which should certainly be there somehow don't turn up while irrelevant material often does. Undeniably, in a very few cases, important letters may be found in the chronological files which cannot be located easily elsewhere. Another baffling peculiarity is the practice of some offices in keeping both a chronological file and a "day file." Apparently the day file is arranged alphabetically by addressee within a weekly or monthly period, though the duplication cannot seem worthwhile to anyone. The policy adopted by the Historical Records Section, mostly as a concession to searchers who love to "steep themselves" in the records of some "big shot" official and as a provision of double evidence that a document cannot be found, is to retain as a unit (but not in the PD file) the chronological files of top officials and to dispose of those of lesser lights. It is admitted that the solution may be only temporary and is not wholly satisfactory from a records administration point of view, as the few important letters located in the chronological files do not justify keeping the large amount of junk with which they are embalmed. Microfilming might be one solution to this, although last carbons are poor material for that process. If the selective process should be carried on at all, there would be no point in retaining the chronological arrangement as a residual file.

Of almost equal importance to establishing the criteria for selection are the qualifications of those who do the screening. Not only must there be an awareness of the value of records and their probable use, but there must be knowledge of the operation of the organization and its background in relation to other agencies of the government,

the public, and to current events. A fragment mentioning a luncheon meeting of Arthur Davis with W. L. Batt might be overlooked if one did not know that Davis was chairman of the board of ALCOA and Batt, chairman of the Requirements Committee. In a way, it requires the same knowledge and attitude required in recommending records for disposal: At what stage in the echelon of organization does operation become policy? When does a case file become an example of policy making or breaking? At what level does repetition of material occur between staff and operating and field levels? It is simply a further refinement of that process.

Notwithstanding this credo, the idea behind the Policy Documentation File has undergone a gradual metamorphosis. In the beginning, the idea was to make this a top policy file, a synthesis of the really "hot stuff." As time went on, the policy analysts writing their histories of WPB activities demanded lesser material to fill out the detailed and comprehensive stories they were writing. Since they showed a disinclination to search in the original files themselves, because of the great amount of effort entailed in finding desired material, reliance was placed entirely on the records staff for providing them with material not still in the current files of the office in their specific subject area, and as a result screening became more liberal. This convenience proved of immeasurable value to the analysts in the saving of time and ultimately in the cost of their operation. The final stage was due probably most of all to the success of the PD file. It worked so well that it was decided to make it the only permanent file of the board. So the emphasis changed from skimming the cream of topside recorded actions to the complete collection on a subject level of material worthy of permanent retention.

The documents do not wholly lose their identity in screening. They are stamped with the accession number of the file from which they were screened, so that, if desirable, reference may be made to the records accession report in seeking information about the source of the document or, in the interim before final disposal, the original file may be searched for additional records and thus serve as a check on the validity of screening techniques. Charges are not left in the original collection after it has been weeded, although some duplicate correspondence may be left in the file. Cross reference sheets are removed, however.

Once the policy of segregating the important records of the board and consolidating them had been established the mechanics of organization of the file were begun. On the effectiveness of these procedures rests the case of the entire enterprise. Therefore, this phase has received the most careful attention and, rightfully, the greatest emphasis in the section's activities.

The arrangement of the selected documents was premised on a combination of library and records techniques. Because of the cohesive interrelationships of the subject matter—production for war—a decimal system was used. The advantages of this system are that similar subject matter is brought together, leading from the general to the particular, so that each subject area is held together within a number category of tens, which may be extended as broadly as a hundred or refined as specifically as five (in this file) digits to the right of the decimal point within that same hundred area. In other words, specific information may be consulted alone or in relationship to a gradually widening frame of reference. Thus, cotton duck comes under the large area of cotton broad woven goods, which comes under cotton textiles, which is under the still larger area of textiles, clothing, and leather. Although the classification scheme is basically subject, strictly administrative and organizational material is filed separately, and the distinction between the successive agencies, NDAC, OPM, SPAB, and WPB is maintained insofar as possible.

In compounding a workable classification scheme, reconciliation had to be made between the classification of subject matter and its logical relationship to other subjects and the manner in which the items were handled administratively by the War Production Board. For example, industrial instruments constitute a subject in themselves, but, since they were handled by the Radio and Radar Division and the material was so interrelated, they had to be set up as a section under radio and radar in the scheme. Similarly, distinctions between general industrial equipment, power equipment, machine tools, and builders' tools were sometimes so tenuous that even the industry specialists could see no logical reason for the way the product was assigned to a certain division within the board, and arbitrary decisions had to be made. In the end, common sense, general knowledge, experience with records and reference requests, and sound classification technique proved more valuable than elaborate and intensive industry classifications and other predigested arrangements

in devising a classifications scheme. The organization section of the scheme was particularly difficult because of the shifting lines of authority within the agency. While the predecessor agencies could be classified according to the organizational outline at the time of termination, which was the period of broadest expansion of those agencies, the scheme for the board had to be worked out while the agency was still in existence. It was decided therefore to have the classification scheme outline the organization at its broadest period of expansion, around the beginning of 1944, and thereafter to make changes and additions in minimum to care for new offices but not taking into account the constantly changing lines of authority.

The ten basic categories of the file are:

000 Organization
100 Control of Materials
200 Production
300 War Industries (Aircraft, Shipbuilding, Radio and Radar, Ordnance)
400 Construction and Equipment
500 Commodities and Products
600 Utilities and Services
700 Relations with other Agencies, States and Territories, and Foreign Countries
800 National War Economy
900 Demobilization and Reconstruction

In order to control the material under each of the numbers so that there will not be folder after folder with the same number arranged chronologically, a system of secondary numbers was designed to further classify the material. These numbers can be applied to any basic number in the 000's, the Organization section, *i.e.*,

1. Establishment
2. Personnel
3. Budget
4. Administration
5. Meetings
6. Functions
7. Organization
8. Reports and Issuances
9. Termination

Another system of secondary numbers applies to the specific subjects in the 300, 400, 500, and 600 categories, *i.e.*,

1. Raw Materials and Stocks (Supply)
2. Requirements
3. Priorities and Allocations
4. Production
5. Orders
6. Conservation
7. Types of Products
8.
9. Rationing

There are additional breakdowns under each of this last group of numbers further refining the meaning of the terms. These numbers follow, as far as is feasible, the functions outlined in the 100 and 200 categories so that the same functions treated in general there are applied to specific subjects in the industry and commodity categories.

Considerable emphasis has been placed on assembling complete series, perhaps most of all because complete series seldom if ever reach the Historical Records Section intact. This factor is particularly noticeable in the case of procedural and organizational manuals, divisional issuances, etc., which are periodically superseded in part. The new sheets are circularized with the notation to insert and destroy the obsolete copy, which direction the file clerks faithfully carry out. Only months later does a legal technicality or some other matter comes up which requires referring to the rules promulgated at a certain time, only to find that no record has been kept of the superseded material. Sections of other series, classified secret and confidential, were recalled by the security officers at intervals for destruction. For that reason, the Historical Records Section has contrived to get on as many distribution lists as possible to insure the retention of all issuances. This is in addition to the issuances of top committees which the section normally receives in its role as official custodian of the records of the executive secretary's office.

One of the problems in files is duplication. The policy of unique files has its drawbacks as well as its advantages, because even in the best records establishments, where there is considerable use and above all considerable loaning of records, some are bound to get lost, or several people might request the same document at once. The factor of wear and tear is not too genuine any more because of

photostating and other reproductive possibilities. But mainly in order to limit the size of the files, duplicates are discarded in most cases. For even when occasional extra copies are discovered there is the embarrassing scene with the user: "Here you have two copies of this document together; I need this record urgently for my work; I don't see why I can't have it."

Nevertheless, in the Policy Documentation File, there is provision for some conscious duplication. The minutes and documents and other issuances of the major committees and boards of the War Production Board cover the whole field of the board's activities and constitute some of its most important policy material. An extra set of the documents and reports of these committees are filed by subject throughout the file. In a more limited degree, the minutes of meetings of these committees are cut up and filed by subject (in writing up the minutes, each subject discussed is a separate item). The excerpts of the minutes are stapled to sheets of paper giving the source and date. This device is for the purpose of getting all the material on a subject together, but when that objective would not be furthered it is omitted. In other words, there is no need to file duplicates of records of the Steel Requirements Committee, the Automotive Production Committee, or the Joint Aircraft Committee. But with overall committees like the board itself, the Requirements Committee, the Production Executive Committee, and so on, these records are of such top importance that the chance of their being overlooked is too great a risk to take.

There are counter arguments that any researcher worth his salt would check the indexes to those top committees anyway, and that may be true as far as the well-known committees are concerned. But there is such a multiplicity of committees that only a very comprehensive search would cover the field, and five or ten years from now when the organization of the agency is not so well known, very important material might be easily overlooked. For example, who would remember to look for the Materials Control Plan Committee in studying steel, although it initiated the Steel Budget Plan? The number of committees for which minutes have been excerpted is about twenty; committee documents and other series filed in duplicate number several times more. The total number of separate series so far in the file is about a thousand.

The practice of excerpting minutes and duplicate filing of docu-

ments has not meant that the value of indexing records of important committees has been ignored. On the contrary, it is the goal of the section to index these series and to make at least tables of contents for less important series, and much has already been accomplished in that respect. The indexing of the minutes of WPB, OPM, SPAB, and the Advisory Commission has already been completed or is in process.

There is also an insignificant amount of duplication in the matter of important letters or reports which cover two diverse subjects (aluminum and magnesium, for instance). When extra copies are readily available, a copy is filed under each subject. Double filing is not carried out as a rule with respect to industry orders and forms, as these are so voluminous and because priorities publications provide an easily used index to this material.

The screening of duplicate publications and formal printed or processed reports can serve another worthy purpose if funds and attention are ever directed to such a project. These records have been retained by the section whenever they do not create an acute space problem, and they could be distributed to libraries, government agencies, or research institutions. It would be first of all a considerable job to collate, arrange, and list the material before any sort of distribution is possible, and complete sets of long series would be virtually impossible to compile, so actual facts may in the end defeat good intentions. Such a program is further impeded by the fact that the divisions often destroyed most of the duplicate copies of publications before transferring their records to the HRS.

The real key to the Policy Documentation File is the index, which aims at being a comprehensive subject catalogue of the information available in the files. Because of the enormous amount of separate documents in a file of this type, there are no entries by name of the correspondents, as a rule. However, titles of publications, names of companies and private associations, other government agencies, foreign countries, authors of special reports made for WPB by people outside the agency, and catch-word titles are brought out. The index has followed a library pattern in the style of subject headings to insure uniformity of wording and homogeniety of filing, and the cards include brief summaries of the contents of the material with names of correspondents and dates. Series material is, of course, catalogued as a unit. The documents, except for dossiers and ex-

changes of letters, are separately indexed. The microfilming of this index for distribution to large libraries and research institutions to provide an alphabetical checklist of the resources available has been discussed as a future possibility.

Another worthwhile undertaking has been the indexing of press releases. The value of this form of information is often overlooked because it is not considered "primary source material" or it is easy to say, "look it up in the *New York Times Index.*" (Have you looked under National Defense in that *Index?*) Actually, press releases are the only source for many WPB actions—announcements of the issuance of industry orders, materials restrictions, certain statistics, personnel actions, and important speeches declaring or explaining policy. Division Administration Order No. 1, which set up the entire priorities system under OPM, is available only in press release form. A separate index was prepared for this body of material, because no other key to it, including the OWI index, was able to satisfy the demands upon it.

One of the significant factors about the Policy Documentation File, and one which has contributed to its success, is that it is a current as well as an inactive file. Because of the need for supplying the policy analysts with current distributive material and because of the need for collating complete sets of issuances, as mentioned before, the file is of timely as well as retroactive importance. Besides, the inactive record, as defined in WPB, can be a record three months old not in active use in current operations, although it might be considered active in most archival circles. It has already been discussed how the file has satisfied the needs of the policy analysts for written information within the limits of what has been turned over to the section, and indeed has provided them with a breadth and scope of information which would not have been open to them otherwise.

Even greater satisfaction as to the current usefulness of the file has been afforded by the response of staff and operating personnel and certain authorized personnel from other agencies who have used it. These people are perhaps best qualified to comment because they have had to depend upon typical office file rooms for the filling of their requests, and their reaction to seeing the orderly and professional manner in which their and other material is made available has increased their confidence in leaving their files behind. As a matter of fact, they often find their own material more readily than

when it was in their own office file rooms. In particular, they are delighted to find pertinent subject matter stripped of the usual courtesy correspondence and junk as well as of the enormous amount of cross reference sheets leading to a rat's maze and arriving nowhere. The index has proved a revelation to them, for it has enabled them to choose exactly what they wanted to see and to reject irrelevant material. It so happened that the size of the Policy Documentation File had just reached a point where it contained a sizable cross section of the major records of the board and its precessors, up to the point where many operating divisions still kept their important files (around the fall of 1943), when the divisions began gathering material to write the histories of their organizations before the demise of the agency. In its first real test with people other than academicians the file has fared well. Likewise, the response of searchers from other agencies has been complimentary and many have used the PD file to locate records which actually originated in their own agencies.

Another point in favor of a single consolidated file stems from its helpfulness to the records staff. The Historical Records Section, up to V-J Day, had received over two thousand separate accessions of records. Many files were accessioned on a periodic basis to save filing space, but the cut-off lines were decided by the importance of the material as well as by date. Even with careful indexing of the accessions and detailed records description, the time and effort necessary for filling a request would be considerable. Moreover, once a document was found, that experience could only be saved by keeping a special index of requests. Besides, the space problem and the disposal problem would not have been solved. With the Policy Documentation File, if a document cannot be found, one can be reasonably sure it was never in the file as accessioned by the section. Time and time again, in servicing requests for records from files which had been screened, when the record could not be located through the index to the PD file, the original file was searched exhaustively to see if it might have been overlooked, and invariably the answer was negative. This process was followed for the satisfaction of both the searcher and the staff, and the result has cemented the belief that once a file has been screened it is not worth keeping thereafter.

The Policy Documentation File has thus become the only permanent record of the War Production Board and its predecessors, aside from certain administrative records, such as personnel, budget, and compliance records. It is estimated that upon completion it should

comprise about 1,400 linear feet. That from a total records collection of about 300,000 feet. There are, of course, some case files and statistical and industry records which have legal value or immediate value to old-line agencies, and which have been recommended for retention for periods varying from three to over ten years. The records policy of the agency has aimed at proving that current expenditures for proper care will undercut, by far, the cost in money that would have been incurred for storage and excessive servicing throughout the years or the cost to knowledge while the records are of timely interest, if that care had been delayed.

Aside from its value as the end product of records administration in the War Production Board, how does the device of a Policy Documentation File fit in with the whole picture of the administration and retention of government records? It is granted that this is a peculiar collection. WPB and its predecessors were created to perform specific functions covering a comprehensive area of information and activity, and they were terminated when that activity ceased. The total period covered was slightly less than five years. The subject matter is of especial interest for it records our production efforts, covering every phase of our economic life. It should be of interest to scholars and to government not only as a study of how we won the battle of production but for use in future economic planning; and the realm of public thinking is veering more and more in that direction, be it for or against.

It is true that records are not a complete reflection of what has actually happened, because much of what transpired was handled verbally, without so much as a memorandum or telephone transcript of the proceedings. However, human memory dims or enhances with time; only documentary evidence is constant, so it should not be underrated. Some of the unwritten history has been captured by the policy analysts through personal interviews for use in their studies and by operating divisions in their final histories. The executive secretary made a determined effort to get staff officials to leave behind accounts of their activities, the results of which are doubtful. But these reports and histories, comprehensive as they intend to be, or even books and commentaries written by Mr. Nelson and other key figures, will not preclude various lines of investigation and questioning by scholars and government administrators whose appetites may be only whetted by writings originating in or as a result of connection with the agency. It is doubtful if scholars will ever lavish upon these

records the manifold studies they have made of the military and political phases of war, and furthermore the impetus to scholarship seems to decrease in inverse ration to the amount of source material available in these days of mass record-making and reproduction, but our society may suffer the more if they are ignored. It is chiefly for this reason, and not only for purely cold administrative calculations, that the possibilities of this experiment with files has captured the imagination and redoubled the efforts of those associated with it. As a sidelight, it may be interesting to compare in the future years the usefulness of these files with those of OPA, which has been somewhat similar in organization to WPB, but which has had a less purposeful records program. On the other hand, it might be revealing to compare the reports of the historians of WPB with those of agencies where the records program has not been so closely allied with the writing program.

However, it should not be concluded that because WPB is unique its records program has no bearing upon other records programs, even those of old-line agencies. One of the problems of bureaucracy is the records it creates, and to streamline and modernize records retention is to make more accessible the knowledge accumulated and to cut down the large expense and wasted effort involved in keeping useless or unused files. Records disposal as ordinarily practiced is not the whole answer, because that concentrates on chipping off useless parts rather than really cutting into the heart of the collection. Basically, the function lies with the operating agency. In that light, the experience of the Historical Records Section and its relationship to and influence upon other offices of WPB is important, both for what it was able to do and for what it might have done had it enjoyed earlier administrative support.

Though the creation of a Policy Documentation File may have no feasibility in certain agencies, it is a contrivance which may solve the records problems of some agencies or offices producing a large amount of subject correspondence. Or it may be freely used as a base from which to improvise new methods in the realm of document selection, arrangement, and retention. Most of all, it provides an example and sets the pace for creative records management.

Marie Charlotte Stark

Civilian Production Administration

REVIEWS OF BOOKS

RICHARD G. WOOD, Editor
The National Archives, Washington 25, D.C.

Diocesan Archives: A Historical Synopsis and Commentary, by William Francis Louis. The Catholic University of America Canon Law Studies, No. 137. (Washington, D.C. The Catholic University of America Press, 1941. Pp. x, 101. $2.00.)

Parish Registers: A Historical Synopsis and Commentary, by James J. O'Rourke. The Catholic University of America Canon Law Studies, No. 88. (Washington, D.C. The Catholic University of America Press, 1931. Pp. x, 101. $1.25.)

In the Roman Catholic diocesan organization under the 1918 Code of Canon Law the chancellor is the official archivist. In this country the actual archivist is frequently a vice-chancellor or a specially designated diocesan archivist who acts in the name of the chancellor. To such a person, when newly appointed, three particular problems immediately present themselves: the disposition of the old records, the reorganization of current records, and the arrangements for the future preservation of these current records. Unfortunately, the lack of uniform legislation or practice before the code complicates the first problem, even where the records have been preserved, because of the lack of system in most old records. Early bishops in this country were their own chancellors in many cases and did not always distinguish between personal and official correspondence. They had their own notion of organization and their own rules for the disposal of old records; and, frequently, the interim between episcopates was the occasion of wholesale destruction of archives. These volumes on the canon law of archives cannot change the past; they are intended primarily to explain the church law on present and future record-keeping.

Dr. Louis introduces his study of the canons on diocesan archives with a sketch of previous legislation on the preservation of church records. This legislation was quite unorganized before the sixteenth century. Beginning with the papal constitution, *Muneris Nostri* of Pius V, the church law on archives becomes quite definite, although the full details of this later legislation were not imposed generally until the new code of canon law went into effect in 1918.

Dr. Louis follows the code in dividing his subject into common archives and secret archives. His commentary on the non-legal phases of the classification and the preservation of archives, while depending greatly upon Jenkinson's *Manual,* does not indicate a very deep appreciation of the prac-

tical problems of today's diocesan archivist. He does not give a clear plan for the organization of current records and dismisses too quickly the value of the chronological arrangement of archives. While it is true that divisions in records will be determined by the volume and character of the records themselves, except where a special file is required by the nature of the documents, the chronological file offers advantages of continuity and relationship which are lost in an alphabetical or subject matter arrangement. Neither does the author insist sufficiently that the code requires the index or catalogue of these documents to be kept up regularly. This index or catalogue eliminates the necessity of many other convenient arrangements. The existence and nature of secret diocesan archives is important to the future historian because it will make available the general historical material in the common archives which will thus be distinguished from the sacramental and secret documents that cannot be made available.

Dr. O'Rourke's study of the requirements of the code on the making and preservation of parish registers shows a better understanding of the actual processes. His introduction explains the evolution of the five present-day parish registers. Legislation on marriage, particularly the recent rules on the information about the partners in marriage, necessary before the ceremony, increases the value of such records. Historians, and especially genealogists, have found the existing parish records indispensable for certain types of research. Before the establishment of definite parish lines, the keeping of these records was sometimes haphazard and the church regulations on the subject were not fully clarified until the code. Dr. O'Rourke treats each register in detail, indicating not only the nature of the registers but also the obligation of the ministers of the sacraments to register their acts. The most important, of course, are the baptismal register and the matrimonial register. The Register of the Confirmed, the Book of the Dead and the Register of the *Status Animarium* are equally valuable, although for the historian the latter two are of incalculable importance. Dr. O'Rourke has rendered valuable services to the recorder by giving practical rules for the preparation and inscription of these registers.

THOMAS T. MCAVOY, C. S. C.
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French Activities in California, An Archival Calendar-Guide, by Abraham P. Nasatir. (Stanford University, California. Stanford University Press, 1945. Pp. xiii, 559. $10.00.)

This book is a guide to the materials in the Paris archives and libraries for the history of California from 1700 to 1857. Most of the materials concern the seventeen years from 1840 to 1857 when international interest in California was greatest. Also included are calendars of source materials for French

and American filibustering expeditions into Mexico and Central America and for the history of the Hawaiian Islands.

The author, who is a professor of history at San Diego State College, visited Paris in 1924, 1925, and 1930 to study the activities of the French in California. Out of these researches he has published two articles and two books. The present volume was completed in 1934, but it had to await 1945 for publication.

The book is divided into two parts. Part I is an introductory essay on "French Activities in California Prior to Statehood," which is an expansion of an article by the same title which Professor Nasatir published in the October, 1929, issue of *The Grizzly Bear Magazine*. In this part of the book he points out that, although French contacts with California began in 1786 with the voyage of La Pérouse, the French did not become greatly interested until after 1836, when it appeared that Mexico was losing control over Upper California. Then followed a period of international rivalry among Great Britain, United States, and France. The French government sent Duflot de Mofras to visit the western coast of North America and opened a consulate at Monterey. However, France played in California a passive role of watchful waiting, while the Americans acted.

Part II is the calendar-guide. Pages 63-299 are devoted to materials in the *Archives des Affaires Étrangères*. Here is calendared correspondence between the French Foreign Office and its diplomatic agents in the United States, 1819-1857; in Mexico, 1818-1857; and in the Hawaiian Islands, 1819-1870. Noteworthy are two long letters describing conditions in California in the 1850's from Jacob A. Moerenhout, the able French consul at Monterey. This correspondence is followed by materials in the *Mémoires et Documents* section and by a calendar of the consular correspondence in *Box Monterey*. Perhaps the most valuable discovery which the author made in Paris was the correspondence of the French consuls in California from 1842 to 1851 which he found in this "box." This material he has used effectively in his studies of the gold rush. Following these Foreign Office listings, appear calendars of sources found in the *Archives du Service Hydrographique de la Marine*, the *Archives Nationales*, the *Bibliothèque Nationale*, and other Parisian depositories. On pages 412-454 one finds a bibliography of French activities in California.

In a series of rather lengthy appendices, the author has enlarged the scope of his catalogue to include calendars of materials concerning California in the Public Record Office, London, and in the Spanish *Archivo General de Indias*. These calendars, however, are based partly on the author's examination and partly on other guides. He has "hastily gone over" (p. 511) the diplomatic correspondence between the United States and France for the years 1844-1856, which is deposited in the National Archives, and his results appear in Appendix C. Still another appendix is devoted to a description of California in 1849 by a French consul.

This is not a definitive guide. The author is very careful to emphasize that many of his calendars are not complete, that he did not go to Paris with the intention of preparing this catalogue, that it was an afterthought. Consequently, the best that can be said for it is that it is a compilation of materials that proved helpful to the compiler and that will be helpful to others working in the same field. It is unfortunate that the title does not indicate better the variety of the contents.

The reviewer, remembering his own experience in Paris, noted with satisfaction the short descriptions that have been included of the major Parisian archives and libraries. These descriptions, which include location, methods of admission, organization, and reproduction of the call-slips, should prove helpful to historians utilizing the resources of these institutions for the first time.

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Reference Information Circulars, Nos. 1-33. (Washington. The National Archives, 1942-1945.)

During the course of the second World War, a tremendous amount of energy has been expended in mobilizing men and material. This fact is well-known, but another which is not grasped by the public is the fact of the great mobilization of information. Global war-making has meant that the United States has had to operate in the far corners of the world and in many strange environments. If military, naval, and air operations were to be successful they must be based upon accurate data. The finding and making available of such material has been a task as difficult and important as munition making and ship building.

Fortunately for the nation, the National Archives had come into being since the first World War. Here central control could be established over a vast mass of data, and as soon as the war started search began in a thousand files according to patterns laid down. Once the records were mobilized, their existence and character had to be made known confidentially to the various interested bureaus. In order to do this a series of Reference Information Circulars was written under the supervision of Dr. Philip M. Hamer, director of reference service, and given very limited circulation as classified documents. Now the end of the war has permitted their declassification and they can be obtained from the assistant administrative secretary of the National Archives.

These circulars are thirty-three in number. One group is geographical and separate. Pamphlets analyze the material in the archives on the Philippine Islands, the southern and western Pacific areas, Belgium, France, and the Netherlands, the Balkan states, the Scandinavian countries, Alaska, the Caribbean, Brazil, the west coast of South America, Netherlands East Indies, French possessions in Africa, Spanish possessions in Africa, and Portuguese possessions in Africa and in the Atlantic.

A second group deals with economic situations within the United States. Separate circulars were prepared on labor and labor problems; labor migration during the first World War and the post-war period; transportation; food production and distribution, 1917-1940; forest products; small business; dehydration of foods; basic iron, steel, and tin industries; nutrition and food conservation by consumers, 1917-1941; rubber, and materials containing statistical data on economic subjects, 1910-1944.

A third group describes data on previous government experiences particularly useful at the moment. These are the termination and modification of contracts and the settlement of claims following the first World War; the disposition of surplus property following the first World War; the demobilization of the armed forces and the relief, rehabilitation, and employment of veterans following the first World War; the termination of economic controls by government agencies in the same period; and the liquidation of federal agencies, 1917-1944. These with a few miscellaneous numbers make up the lot.

The series of circulars provides the key to a vast storehouse of material which will be as valuable to scholarship as it has been to government. It will show social scientists much that they want to know and will make the National Archives more than ever an indispensable source of data.

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Records Depot Organization and Operation. Army Service Forces Manual M810. ([Washington, D.C.] 1945. Pp. 55.)

An essential part of the records administration program of the War Department and the Army is the establishment of service command records depots to which noncurrent files can be retired. Manual M810 presents the basic operational pattern with which all of these depots are expected to comply. It thus represents a concentrated contribution to a field about which little has been committed to paper in so organized a fashion.

Like most manuals it cannot be absorbed by a single swift reading. Chapters are devoted to organization and facilities, correspondence and service, and processing operations. Since only eight pages are taken to cover the first chapter and two the second, it is clear that the final chapter on processing represents the heart of the work. This is in keeping with the chief purpose of a records depot which "is not a warehouse for the dead storage of files; neither is it an archival depository for the permanent maintenance of valuable records . . . [but] is an intermediate depository through which noncurrent files are processed and in which they are administered pending either destruction or transfer to a permanent despository."

The most satisfying feature to the taxpayer will be the manner in which the War Department proposes to utilize some of its thousands of foot lockers for records stowage. The reviewer, who is officer in charge of a somewhat

similar naval establishment, however, believes the manual could have accepted a less complex system of control records and files for the depots. It is also believed the section on personnel would have been strengthened by the inclusion of job description sheets and recommended grades.

It is understood the manual is primarily the skillful work of Sherrod East, formerly with the National Archives.

EVERETT O. ALLDREDGE

U. S. Navy

Dominion of Canada, Report of the Department of Public Archives for the Year 1944. (Ottawa, Canada. Edmond Cloutier, Printer to the King's Most Excellent Majesty, 1945. Pp. xli, 154. $1.00.)

The dominion archivist reports that the number of research students and historians using the records in Ottawa was larger than in the previous year, and that the number of visitors to the historical museum increased from 29,000 in 1943 to over 50,000 in 1944. There is a checklist of accessions of manuscripts, maps, and prints, as well as of gifts to the archives library (pp. xi-xxiii).

A half-dozen historical documents are included (pp. xxvii-xxxix) headed by the minutes of the first meetings of the first legislative assembly in the country, that of Nova Scotia, convened October 2, 1758, and concluded by a War of 1812 document revealing an ingenious scheme of certain mercantile interests to carry on business with the enemy by running the blockade (1813). Among the others are two documents relating to the beginnings of British Masonry in Quebec.

The bulk of the volume comprises 151 pages of the "Calendar of Series Q" (state papers composed of official correspondence of the governors, lieutenant-governors, administrators, and other officials of Quebec and Lower and Upper Canada for the years 1760-1841.) This is a continuation of the calendar which was resumed for Upper Canada in the report for the year 1943 and it covers Vols. 403-415 (Series Q) for the year and a half from February 15, 1838, to July 23, 1839. The entries are detailed enough to be of considerable reference value to the student and the bulk of them deal with the events following the Rebellion of 1837 and the border incidents of the year 1838-1839.

WILLIAM D. OVERMAN

Firestone Tire and Rubber Company

Archives Year Book for South African History, published by authority of the Minister of the Interior, edited by Dr. C. Graham Botha, Dr. Coenraad Beyers, Prof. J. L. M. Franken, Dr. H. B. Thom, and Dr. D. J. Pieterse, Fifth Year, 1942. (Capetown. Cape Times Ltd., 1943. 2 vols. Pp. 238 and 272.)

The Archives Year Book for South African History is rather a historical

than an archival yearbook. True, the first two editors are respectively the chief archivist and the assistant chief archivist of the Union of South Africa. All the historical studies published in these two volumes are directly based upon archival researches. However, none of these studies deals directly with the archives.

This is not to distract from the value of the publication. To the contrary, we all know of the plight of the young historian who has patiently searched the archives and the existing literature and has finally succeeded in spreading new light on a certain point of history but has no opportunity of publishing the results of his work. For the archivist who has assisted him in his work, the situation is equally discouraging. *The Archives Year Book for South African History* is one of the periodical publications that seeks to provide this need. Of the seven studies published in the present two volumes, five are theses of students of the universities of Stellenbosch, South Africa, and Witwatersrand. Volume I contains a thesis on the fisheries on the Cape until the middle of the eighteenth century and on the short-lived republic of Natalia (1839-1842), the present republic of Natal which forms part of the Union of South Africa. The second volume contains a biography of Andries F. Du Toit, one of the minor figures in the early history of the Transvaal of South African Republic and the planner of the present city of Pretoria. It contains the diary of William Duckitt, late eighteenth-century English agriculturist and studies on early parliamentary government in the Cape Colony and on the Cape Colony's attempts to forestall the German imperial government in occupying the later German South West Africa.

The details of these studies are of little interest to the American archivist who does not make special study of South African history. There are a few points, however, on which a comparison between South African and American historical research might be of value. We take the history of the republic of Natalia as an example. Around 1839 a few hundred Afrikaander pioneers moved eastward over the Drakensbergen and, after a fierce struggle with the Zulu kings, conquered most of the fertile land between the mountains and the Indian Ocean. The author gives a long list of published and unpublished archival material on his subject. There are parallels to this story in American pioneer history. What would be the result if we should compare the archival material respectively at the disposal of the South African and the American student? If the material were better preserved in one case than in the other, what would be the cause of it? It is possible that in some instances South Africa would appear as having ampler and better preserved material. If so, this would probably be due to the continuous contacts between the Afrikaanders and the British, a foreign power with an organized administration.

Of course there are many points of purely historical interest that also might lead to a comparison of South African with American pioneer history. We mention only the Afrikaander policy towards the natives and the confusion in

land claims resulting from British occupation after preliminary free settlement by Afrikaanders. Especially in the latter respect there is remarkable similarity with American pioneer history.

B. H. M. Vlekke

Netherlands Historical Institute, Rome

Kaapse Plakkaatboek, Deel I (1652-1707), edited by M. K. Jeffreys, M.A., published by order of the Minister of the Interior. (Capetown. Cape Times Ltd., 1944. Pp. xxiv, 382.)

Plakkaat is the old Dutch legal term indicating ordinances by national or local authorities. The term was taken from the French and derived from the *sceau placqué*, the seal attached to the original document. Popular etymology in Holland connected the original French term *placcard* with the Dutch verb *plakken*, to paste on, and thus *plakkaat* was supposed to mean *poster* which fitted in with the usage of posting newly promulgated ordinances outside the town halls. In old Dutch it is written with one *c* or with two, or with *k*.

The *plakkaten* or ordinances of the States General of the Dutch republic and of the states of the individual provinces were published in large folio volumes during the seventeenth and eighteenth centuries. These volumes were supplemented in the nineteenth century by the publication of the *plakkaten* of the Dutch East India Company. The latter were edited by J. A. van der Chijs in seventeen volumes (1885-1900).

Batavia was the administrative center of the whole colonial empire of the company and the colony at the Cape, founded as a half-way station for ships sailing from and to the Indies, formed part of it. Matters of high policy were thus decided at Batavia by the governor general and council of the Indies under general supervision of the directors at Amsterdam. It was natural however, that the geographical position of the Cape Colony led to a larger amount of autonomy for that part of the empire than that granted to other outposts. Moreover, the problems of the Cape administration were quite different from those of the other Dutch East Indian territories.

By publishing the *Kaapse Plakkaatboek*, the Cape archives commission has rendered a real service to the students of South African and Dutch colonial history. This first volume brings the publication up to 1707. The documents were copied from the original *Placcaatboek* in the Cape Archives, from the *Extract and Registers of Plakkaten* also in the Cape Archives, and, whereas the original documents do not form a complete series, the collection has been supplemented from the *Resolutions* of the Cape administration and the *Journal* of that same body. The editor mentions two earlier publications containing part of the material here printed. It is to be regretted that Miss Jeffreys did not indicate in the text which ordinances and resolutions have been published before and so establish the exact relationship between hers and the preceding publications.

The Dutch East India Company maintained a strict monopolistic economic regime over its subjects at the Cape. Most of the ordinances deal with matters of trade and agriculture. There is a wealth of material here for the student of the economic history of early overseas settlements. It is to be expected that the next volume, which will deal with a period when the Cape Colony gained rapidly in importance, will be even more interesting.

B. H. M. VLEKKE

Netherlands Historical Institute, Rome

The Historical Collection of the Insurance Company of North America, by M. J. McCosker. (Philadelphia. Privately printed, 1945. Pp. 173.)

Are you thrilled by pictures of American clipper ships and packets under full sail cutting through the angry sea? Do pictures of old-time fire fighting apparatus rushing to the conflagration recall those happy days when you also raced to the fire barefooted, on a bicycle, or, if a modern youth, in your jalopy?

Or are you interested only in the historical accuracy, the archival efficiency and completeness of a collection covering two of the interesting—and important—phases of early America?

In either case, you will enjoy an evening with M. J. McCosker, *The Historical Collection of the Insurance Company of North America,* first edition, 1945.

There you will find material that will start many pleasant and interesting conversations with friends at lunch, on the train, or in the drawing room. Stories of the thrilling episodes of the bounding main, or experiences in the life of a fireman, are inexhaustible sources of exciting conversation.

McCosker's well-written, profusely illustrated book of 176 well-printed pages is easily read and highly interesting, but it is not fiction. It is a factual description of the commendable efforts of the Insurance Company of North America to preserve a history of the two fields of activity in which it functioned during the early "growing-up" days of our country—a collection of marine paintings and ship models that reflect what the poet, Longfellow, calls "the beauty and the majesty of the ships, and the magic of the sea," and pictures, models, and specimens of early American fire-fighting equipment, from the days when the "pumper" was carried to the fire (as if wheels had not yet been invented) and a fire bucket was standard equipment in every home.

Most of us know something of the many-sided interests and activities of Benjamin Franklin but have you ever seen a picture of him in the regalia of a volunteer fireman? Or of hose carts that never were taken to fires, only to parades? And do you know the fire warden had great authority at a fire? He could blow up buildings and pull down houses so long as he held in his hand the mace which was his badge of authority.

Have you ever seen crews of hand-pumped fire engines competing for the honor of throwing the highest stream of water? Ever see a parade of six

thousand "visiting firemen" in dress regalia? Are you familiar with fire marks —and why they are prized collectors' items? Do you believe, as did Josiah Quincy, major of Boston in 1825, that "every hundred feet of [fire] hose is as effectual as the presence of sixty men with buckets"? Do you know the difference between "spiders" and "jumpers"?

Does the story of flour at $44 a "bar-rell" in San Francisco, or the romance of the side-wheeler steamboats still plying the Ohio and the Mississippi interest you? Do you realize that in the early trials of the newly invented steam-driven vessels versus sailing ships, the latter sometimes out-distanced their upstart competitors? And that the valiant defenders of early American homes against the ravages of fire were hesitant and reluctant to replace their time-tried hand-pumped engines with the newly developed steam-powered equipment. How fearful man is of the new, the strange, and the untried!

The Insurance Company of North America is to be commended for collecting and preserving this history of the days that rapidly are passing out of our ken and recollection—days when "the freedom of the seas was necessary to our life and prosperity . . . when it seemed as if that freedom were impossible for us to win or to keep . . . when every American flag the company helped keep afloat was a blow for our side in the battle for national existence." And McCosker is to be commended for so interestingly telling us about it.

If, at rare intervals, bits of advertising crept into the text, it is easily forgiven for verily the company, over a long span of years, has been protecting its clients (at least, so says the book) against some of the perils St. Paul mentions in his second letter to the Corinthians with which the book opens: ". . . thrice I suffered shipwreck; a night and a day I have been in the deep; in journeyings often; in perils of waters; in perils of robbers; in perils of mine own countrymen; in perils by the heathen; . . . in perils in the city; . . . in perils in the sea."

Frank M. Root

Westinghouse Electric and Manufacturing Company

NEWS NOTES

Karl L. Trever, Editor
The National Archives, Washington 25, D.C.

The Society of American Archivists

Report of the Secretary
November 6, 1945

Since our previous meeting at Harrisburg, Pennsylvania, in 1944, V-E Day and V-J Day have passed into history and we are confronted with the sobering problem of making an enduring peace. Some of our members who have been overseas are with us again; it is a pleasure to welcome them home. So far as I know, we have lost no members in combat, but one of our honorary members, the late president of the United States, was a civilian casualty.

Fortunately our Society has been able to meet regularly throughout the war. With more work to do and greatly restricted resources for performing even his essential duties, the archivist needed to discuss his problems with other custodians of records. Some of his war problems and responsibilities had been anticipated to a degree before Pearl Harbor; likewise, their relation to post-war conditions and opportunities was partially foreseen, so that, as we meet only a few months after military victory, we may assert that we have made some good use of our war experience and have a sense of direction in what we should like to accomplish in the years just ahead. The program of the present annual meeting indicates that archivists and their professional kin have not confined their attention to war problems as ends in themselves. I want to express a word of appreciation for the work of the Program Committee and especially the chairman, Miss Bertha E. Josephson, in arranging for these profitable sessions within so short a time available after the decision to hold the meeting was made. We are likewise indebted to Mr. Howard Peckham and his Committee on Local Arrangements. It is highly desirable to be convening in the Middle West again. We also appreciate the decision of the American Association for State and Local History to hold another joint session with the Society of American Archivists. Following the lead of that association, our Council authorized the incorporation of the Society in the District of Columbia in order to file affidavits for exemption from taxation as a non-taxable corporation. With the aid of our treasurer, Miss Helen Chatfield, this legal process is now nearing completion.

The most direct evidence of the Society's activities and accomplishments throughout the year is found in the publication of THE AMERICAN ARCHIVIST. Our members look forward to its quarterly issues and it attracts an ever-increasing number of institutions as subscribers. New subscribers

often want the back numbers, the sale of which has become an important source of income in recent years. The only regrettable result of this demand is that nine of the earlier numbers are out of print. We are grateful to the University of Illinois for its continued subvention to finance the editorial office and to Professor Theodore C. Pease for his faithful services as editor, performed under pressure of additional academic duties especially during the war. He has had to wrestle with problems of paper shortage, prevailing delays in printing, and dearth of articles submitted for publication. Shortly after V-J Day Professor Pease submitted his resignation as editor, to take effect as soon as a successor can be appointed. The Council has voted to accept his resignation, and a resolution of appreciation for his services will be offered for adoption by the Society tonight. The Committee on Archival Research is aiding the editor by stimulating the writing of articles for his consideration, so that papers read at the annual meetings will no longer be the only main source of supply. The chairman of this committee, Mr. Carl L. Lokke, "looks forward to the time when the editor of THE AMERICAN ARCHIVIST can find his desk glutted with manuscripts worthy of publication." The number of books reviewed in the magazine is on the increase under the management of Mr. Richard G. Wood; as for the News Notes, the fact that many readers turn first to this section is, I think, something of a tribute to the work of Mr. Karl L. Trever, who without fail keeps them abreast of professional developments.

The list of "Writings on Archives and Manuscripts, July, 1944-June, 1945," compiled by Mr. Trever and Mary Jane Christopher, is published in the October issue of THE AMERICAN ARCHIVIST. This is the third in the series; reprints of the first two lists are available at twenty-five cents each, through the secretary's office. As announced last year, the Committee on Writings has in preparation a select list of publications on archives and manuscripts issued prior to June 30, 1942, when the annual lists began. The committee anticipates the completion of this task in 1946. President Norton, at the beginning of the present year of the Society, launched a mimeographed publication with the title *President's News Letter,* which was mailed to all members. Dated November, 1944, it contained chiefly information on the business transacted at the eighth annual meeting. No other issue of this news letter has appeared.

It is encouraging to point out that the Society has committees breaking ground in three broad and relatively undeveloped fields of archives. The first is institutional archives, embracing educational institutions, churches, labor unions, fraternal organizations, business corporations, etc., among which only the problems of business records had been investigated to some extent by a previous committee. We are fortunate in having Mr. Walter Hausdorfer as chairman of the Committee on Institutional Archives, who has been recently president of Special Libraries Association. Turning from the questionnaire

method which the committee used in 1944, it has outlined a project for a series of manuals, intended to be brief and popular, for various types of institutions, in order "to interest and instruct those who may be planning the organization of archives, as well as those who may be actually engaged in such work." The tentative outline drafted by the committee contains the following main headings: (1) Archives making—provisions for permanency of records; (2) Why preserve an archival collection—historical, legal, administrative purposes; (3) What records are essential—historical, organizational; (4) How should records be arranged—current and non-current; (5) How should an archival collection be described; (6) How should it be preserved—physical conditions, administration by the archivist. Such an outline, it is anticipated, can be modified and adapted to provide a series of manuals, each applicable to institutional archives of a certain type as suggested above. I feel that this committee has advanced on a challenging task with even more opportunities for constructive results than can be visualized at present. As Mr. Hausdorfer indicated in his first report, "More technical literature on archival practice and procedure in nongovernmental organizations is needed. More archivists with proper subject background are in demand. Archivists must educate leaders in the various types of organizations in the meaning and importance of archives. There is interest and there are archival materials. If the Society meets these institutions half way, its advice and help will be welcomed. . . ." (THE AMERICAN ARCHIVIST, VIII (January, 1945), 82.)

The second of the three archival fields referred to above is that of local records. The object of the Committee on Local Records is to explore ways and means of educating lay custodians of archival material. A year ago the Council of the Society suggested to the committee that local records officers might be encouraged to improve their services by means of a manual for this purpose. An outline of such a manual was prepared by Chairman Harold S. Burt and has been under consideration by members of the committee. The project has been discussed at a previous session of the present annual meeting. How the manual should be published when it is completed has not yet been determined. Some grist for the committee's mill has been provided by the state of Connecticut in repeating this year its five-day Tax Collectors School at the state university and by operating in addition two schools for assessors and one for Connecticut municipal finance officers. The Society's committee also anticipates further co-operation with the National Association of County Officials.

The Committee on Municipal Archives represents the third field. Its aim to make a survey of conditions in the archives of selected cities by means of field work, instead of depending solely upon correspondence with a questionnaire, was forestalled by increased difficulties of transportation. The prospects are brighter for the coming year and it is urgent that the Society play a more active role not only in gathering information but also in trying to convince city

officials that their records problems demand serious attention. They must be the chief means of approach because the municipal archivist is almost non-existent.

These comments suggest certain mutual interests opening the way for cooperation between this committee and the Committee on Records Administration which was revived after the 1944 annual meeting. The latter intends, in the words of the chairman, Mr. Philip C. Brooks, "to cover all phases of the life history of official records that develop before those of enduring value are deposited in archival agencies. . . . The most urgent need is to arouse the intelligent interest of administrators in the importance of economical records administration." As the chairman informed us this afternoon, he had been asked by the Public Administration Service of Chicago in 1944 to prepare a bulletin on records administration for state and local government on the basis of the federal government's experience. With the aid of committee members who are well informed on records work in those two fields, Mr. Brooks has drafted a synopsis of the bulletin and expects to complete the text within the next few months for publication by the PAS. Subsequently, he recommends that the committee should "keep informed as to progressive developments in state and local records administration, and to assist them in every way possible."

In the realm of planning and policy the Committee on Archival Buildings reports that its principal activity has consisted of consulting services rendered to inquirers. They represent county, church, university, and business corporations contemplating the initiation or improvement of facilities for housing their records. The committee also began a study to determine optimum space requirements for an archives structure costing about $250,000. Building plans and programs are on the move in Illinois, New York, Pennsylvania, and Vermont with respect to the state archives; in Wisconsin relating to the state university library; in Alabama concerning stack equipment for the Department of Archives and History. The details of these developments and others can be read in the report of Chairman Victor Gondos, Jr., published in the present issue of THE AMERICAN ARCHIVIST. A subject related to archival buildings is filing equipment which is under investigation by a committee headed by Mrs. Virginia Leddy Gambrell. This committee is concerned with present conditions and needs and with the possibility of finding a common ground on which the needs of the archivist and the product of the manufacturer can be better accommodated. Special attention has been given to the planning of a survey of the state archival field with respect to filing equipment. Some of the chief considerations regarding the subject in general have been set forth in an earlier discussion today. The Committee on Uniform Legislation, A. R. Newsome, chairman, reports progress in drafting a model law for the establishment of a state agency exclusively archival in character, as distinguished from the previous "Proposed Model Act to Create a State Department of Archives and History," published last year.

Two joint committees of this Society and the American Association for State and Local History were appointed subsequent to our last meeting. The Joint Committee on Internships arose out of certain ideas and suggestions made by Miss Bertha E. Josephson at the joint session of the two organizations in 1944. This committee has held a series of meetings and after consultation with institutions and individuals throughout the nation has prepared a report suggesting the establishment of a National Council for Specialized Scholarly Techniques. This report is now under consideration by the Council. The Committee on a War History Manual has studied the question of preparing a practical guide for the writing and printing of an anticipated crop of state, local, and organizational histories of the second World War. An outline for such a manual has been drafted, but funds for its preparation and publication have not been forthcoming from the sources which were counted upon. The committee hopes to find other means of carrying out this project.

The promotional work of the Society is handled largely by the Committee on Information and the Committee on Membership, supplemented by the secretary's office. The Committee on Information, with Mrs. Elizabeth E. Hamer as chairman, carries on a clipping service in connection with THE AMERICAN ARCHIVIST and has advertised the reprints of "Writings on Archives and Manuscripts" which the Society offers for sale. The committee did a very effective job in securing widespread newspaper publicity in advance of the eighth annual meeting and publication of a summary of the high lights of the meeting in a score of professional journals. Advance news regarding the present meeting has been aided by having a member on the committee from Indianapolis, although postponement of the decision to hold the meeting, because of war conditions, allowed less time for this publicity. The committee is planning to widen its activities next year by stimulating, reprinting or abstracting from THE AMERICAN ARCHIVIST not only in this country but also abroad. A new opportunity in this connection will be available in India where the Imperial Record Department is launching an archival journal.

The Committee on Membership, in addition to its usual duties, has cooperated with the Committee on International Relations in trying to increase the number of members in foreign countries by circularizing information about the Society especially among archivists in Latin America. As a result of official action at the business meeting of 1944, it was possible to offer membership to individuals in foreign countries at $1.50 per year instead of at the regular rate of $5.00. This offer yielded only a few applicants, and the special appropriation for this purpose was limited to the year 1945. However, a proposed amendment to the Constitution to provide a special rate for foreign memberships is pending. During the past year the printed circular with application blank attached was revised and brought up to date. Now that the war has ended, the Membership Committee's prospects for larger returns should be

encouraging, especially in our own country. Suggestive of new opportunities in the early post-war period is the recommendation of the Committee on International Relations that an international conference of archivists should be called as soon as possible, perhaps in the United States, with the sponsorship of our government. The committee also recommends that complete sets of THE AMERICAN ARCHIVIST be distributed to leading European archival institutions now lacking files. A third recommendation has been acted upon today by the Council in electing Comm. Dott. Emilio Re, archivist of Italy, to honorary membership in the Society.

Our misgivings after America's entrance into the war as to its probable effects in impairing the membership and net income of the Society have fortunately not been substantiated. I do not mean to imply, however, that our progress has been largely a matter of favorable chance, for our study of new developments and reassessment of old problems in the light of changing conditions have kept the Society abreast of the times and attracted new members and subscribers. The following brief statistics, I feel sure, will interest rather than bore you. To date, the number of individual members is 283, representing a net gain of 15 over last year's figures; we have 42 institutional members, representing a net gain of 4; and 84 subscribers, also a net gain of 3. Since October, 1941, shortly before we entered the war, the net increase of individual members is 36; of institutional members, 8; of subscribers, 33. There are 2 life members, both transferrals from individual membership, and 4 honorary members. Having made such satisfactory progress in war-time, we are justified in assuming that the Society ought to grow steadily in the years just ahead. Special attention should be given to the category of institutional members. They form a stable group and provide an important source of income, and much of the Society's work benefits them increasingly from year to year. We ought to have more institutional members and of greater variety. This responsibility falls not solely upon the Membership Committee but also upon most of our other committees whose co-operation should be sought and given. The increased income of the Society made possible the purchase of a $1,000 Series G United States War Bond, without impairing the cash funds needed for current operations.

It is my sad duty to record the death of the following members of the Society: Clyde A. Duniway on December 24, 1944; L. Hubbard Shattuck on March 29, 1945; Franklin D. Roosevelt on April 12, 1945; and Maurice L. Howe on June 6, 1945. Appropriate resolutions will be submitted for adoption at the present business meeting.

Looking forward to completion of the first ten years of the Society of American Archivists in 1946, the president has asked our first secretary, Philip C. Brooks, to write a decennial historical sketch. We anticipate the pleasure of hearing this paper at the next annual meeting. In closing, I want to express my sincere appreciation to President Norton and the other officers of the Society for their continued help, and to committee members and all others

who have participated in the year's work. I have requested many favors and hearty co-operation has always been forthcoming.

Respectfully submitted,

LESTER J. CAPPON, *Secretary*

Minutes of the Business Meeting, November 6, 1945

The Society convened in its annual business meeting in the Roof Garden of the Severin Hotel, Indianapolis, Indiana, at 10:20 P.M., November 6, 1945, approximately forty members attending.

The minutes of the previous business meeting were approved. The reports of the secretary, the treasurer, and the auditing committee were read and approved.

Voted, to adopt the proposed amendment to Section 6 of the Constitution as approved by the Council and submitted to the members thirty days in advance of the present meeting. Section 6: "The dues of individual members shall be five dollars a year; of institutional members, ten dollars a year." This sentence was amended by changing the period to a semicolon and adding: "of foreign individual members, one dollar and fifty cents a year; of foreign institutional members, three dollars a year."

After considerable discussion of the provision in the Constiution for its amendment,

Voted, that the incoming president of the Society appoint a committee to consider improvements in amending the Constitution.

Voted, to approve the report of the resolutions committee, read by its chairman, Henry Howard Eddy, as follows:

Whereas the Indiana Historical Society, the Indiana State Library, and the Indiana Historical Bureau have co-operated in preparing for the ninth annual meeting, and

Whereas the Committee on Local Arrangements, Howard H. Peckham, chairman, has provided so adequately for our convenience and entertainment, and

Whereas the Program Committee, Bertha E. Josephson, chairman, has on very short notice prepared so complete and adequate a program,

Resolved, that the Society hereby extends to these organizations and committees and to the management of the Severin Hotel its grateful appreciation.

Whereas, since the establishment of our journal, THE AMERICAN ARCHIVIST, Professor Theodore Calvin Pease has served as our editor, maintaining a uniformly high standard, and

Whereas Charles W. Paape has contributed greatly as assistant editor, and

Whereas the University of Illinois has in this period served graciously as sponsor,

Resolved, that on the occasion of the resignation of Professor Pease from this position and the discontinuance of present arrangements the Society expresses its deep gratitude for the services so freely and competently given.

Whereas the society of American Archivists having during the year past sustained the loss of the following members and friends—

Franklin Delano Roosevelt, our first honorary member and true friend and promoter of archival activities;

L. Hubbard Shattuck, director of the Chicago Historical Society;

Clyde A. Duniway, distinguished educator and historian;

Maurice L. Howe, one-time state director of the Historical Records Survey in Ogden, Utah.

Resolved, that we record grateful appreciation of their contribution to the fellowship and work of this Society, and of their service in behalf of archival science.

Voted, to approve the resolutions offered by Captain William D. McCain, a member of the committee on international relations, as follows:

Resolved, that the Society of American Archivists expresses its sincere appreciation to the British archives officers, Major Harry E. Bell, Captain Humphrey Brooke, and Captain Roger Ellis, who labored tirelessly and diligently in Italy during the recently terminated conflict, for their energetic and resourceful efforts to aid the numerous Allied intelligence agencies of the Mediterranean Theater of Operations in their records problems and to provide for the care and protection of the local and national archives of Italy.

Resolved further, that the Society of American Archivists expresses its appreciation to Major Bell, Captain Brooke, and Captain Ellis for their courteous and co-operative attitude toward their American colleague, who is a member of this Society, during his work with Italian archival problems in 1944 and 1945.

Resolved further, that copies of these resolutions be transmitted to the officers concerned, to the Chief Commissioner, Allied Commission, Rome; to the Director, Subcommission for Monuments, Fine Arts, and Archives, Rome; and to Mr. Hilary Jenkinson, Secretary, Public Record Office, London.

The president announced that the Society has received invitations for its tenth annual meeting in 1946 from Columbus, Ohio; Quebec, Canada; Raleigh, North Carolina; Springfield, Illinois; and Washington, D.C.; and for its eleventh annual meeting in 1947 from Denver, Colorado.

The president expressed her appreciation and thanks to the officers and

members of the Society for their generous co-operation during the past two years.

The report of the nominating committee was read by Mr. William D. Overman who presented the following slate: for president, Solon J. Buck; for vice-president, Morris L. Radoff; for secretary, Lester J. Cappon; for treasurer, Helen L. Chatfield; for council member for a term of five years ending in 1950, Christopher Crittenden; for council member for three years to fill the unexpired term of Mr. Buck in 1948, Mrs. Virginia Leddy Gambrell. There being no nominations from the floor, voted, that the secretary cast a unanimous ballot in favor of the above nominees.

The remaining council members continue to hold office for the following periods: Herbert A. Kellar, one year ending in 1946; Philip C. Brooks, two years ending in 1947; Howard H. Peckham, four years ending in 1949.

The meeting adjourned at 11:20 P.M.

LESTER J. CAPPON, *Secretary*

Minutes of the Council, November 6, 1945

The Council met at the Severin Hotel, Indianapolis, Indiana, at 4:15 P.M., November 6, 1945, the president, vice-president, secretary, treasurer, and Philip C. Brooks, Solon J. Buck, Herbert A. Kellar, and Howard H. Peckham attending.

The following qualified applicants were elected to membership in the Society: Thomas Amelia, Miss Virginia Stiles Burnett, Leonidas Dodson, Dr. José Bueno do Oliveira Azevedo Filho, Mrs. Arthur Haas, Miss Lola M. Homsher, L. Robert Jones, Roscoe E. Mague, Mrs. Lucille H. Pandell, Dorothy Riker, Mrs. Dorothy Sparks, Mrs. Olive R. Surgen, George A. Viehmann, and The Pacific Telephone and Telegraph Company, Miss E. I. Ployhar.

Voted, to approve the proposed amendment to section 6 of the Constitution providing special rates for annual dues of foreign individual and foreign institutional members.

The place for holding the tenth annual meeting of the Society in 1946 was discussed, invitations having been received from the Ohio State Archaeological and Historical Society, Columbus; the Archives de la Province, Quebec, Canada; the North Carolina State Department of Archives and History, Raleigh; the Illinois State Library, Springfield; and the National Archives, Washington, D.C. The possibility of holding the eleventh annual meeting (1947) in Denver, Colorado, was also discussed, in view of the invitation received from the Colorado State Historical Society and State Archives.

Pursuant to a recommendation read by the secretary from the report of the committee on international relations,

Voted, to elect Comm. Dott. Emilio Re, archivist of Italy, to honorary membership in the Society.

The preliminary report of the Joint Committee on Internships of the Society and the American Association for State and Local History was presented by Mr. Kellar. Mr. Herbert O. Brayer, one of the members of the committee representing the association, was present to participate in the discussion and explanation of the report. It was agreed that this discussion should be continued at the next meeting of the Council.

The president read Professor Theodore C. Pease's letter of resignation as editor of THE AMERICAN ARCHIVIST, to take effect as soon as a successor can be appointed.

Voted, that the resignation of Professor Theodore C. Pease as editor be accepted.

The Council discussed various suggestions regarding a new editor, and the ability of the Society to finance the editorial office without a subvention. It was agreed to continue the discussion of editorial and publication problems at the next meeting of the Council.

The meeting adjourned at 6:30 P.M.

LESTER J. CAPPON, *Secretary*

Minutes of the Council, November 7, 1945

The Council met at the Severin Hotel, Indianapolis, Indiana, at 8:45 A.M., November 7, 1945, the president, secretary, treasurer, editor, and Philip C. Brooks, Christopher Crittenden, Mrs. Virginia Leddy Gambrell, Herbert A. Kellar, and Howard H. Peckham attending.

The editor provided information on financial details of the editorial office as a basis for estimating its costs under his successor. The secretary raised the question whether it might be advisable to issue certain manuals in preparation and other special publications in a series of bulletins of the Society. It was agreed to refer this suggestion to the new editor.

The secretary was directed to submit the text of the Constitution of the Society as amended to date, to the editor for publication in the January, 1946, number of THE AMERICAN ARCHIVIST, and to order separates of the same printed.

Mr. Brooks informed the Council that the American Library Association's International Office would accept as gifts files of THE AMERICAN ARCHIVIST to be sent to devastated libraries, especially national libraries, in war-torn areas; he pointed out that the Society could render this service directly if it preferred. The president suggested making back copies of the journal available to the National Archives for exchange, in order to secure certain foreign archival publications. It was agreed to refer this matter to

the committee on international relations to consult with the secretary, editor, and the National Archives.

Voted, that the secretary and editor carry out the recommendations of the committee on international relations with respect to sending back copies of THE AMERICAN ARCHIVIST to certain foreign libraries, if the recommendations meet with the approval of the secretary and editor. In view of objections raised by the editor to the present policy of charging contributors to the journal for separates of their articles,

Voted, that the editor be authorized to purchase 100 extra copies of each issue of THE AMERICAN ARCHIVIST for distribution to contributors without charge.

Voted, to appoint William D. Overman as a member of the Editorial Board for a term of four years ending in 1949. The meeting adjourned at 10:15 A.M.

LESTER J. CAPPON, *Secretary*

Minutes of the Council, November 7, 1945

The Council reconvened at 5 P.M., at the Indiana Historical Bureau, the president, secretary, treasurer, Philip C. Brooks, Christopher Crittenden, Mrs. Virginia Leddy Gambrell, Herbert A. Kellar, and Howard H. Peckham attending.

The proposed budget for 1946 was discussed, amended, and approved.

After further discussion of the report on internships,

Voted, that the Council approves in principle the report of the Joint Committee on Internships submitted November 6, 1945, and authorizes the appointment by the president of two members of the Society to represent it on the proposed National Council on Specialized Scholarly Techniques. Such members shall serve until the next meeting of the Society at which time a report on progress shall be presented to the Council.

At the request of the president, the present committees of the Society and their functions were reviewed and discussed.

Voted, that the president is authorized to appoint the following committees for 1945-1946: archival buildings; auditing; filing equipment; improvements in provision for amending the constitution; information; institutional archives; international relations; local arrangements for tenth annual meeting; local records; membership; municipal archives; nominations; photographic techniques; program for tenth annual meeting; publication policies of archival agencies; records administration; research; uniform legislation; writings on archives and manuscripts; and joint committee on a war history manual (with the American Association

for State and Local History), the Society of American Archivists represented by its committee on publication policies of archival agencies.

Voted, that the president is authorized to appoint a committee to investigate the possibilities as to an editor for the Society and to recommend a possible editor, and that the Council vote by mail ballot on the person recommended.

After discussion of the invitations for the tenth annual meeting in 1946 [See above, Council Minutes, November 6] and of how the choice should be made, it was moved and seconded that the members of the Society be asked by mail to indicate their choice in order of preference among the five invitations and that the votes be tabulated on the point preferential system. The closing of the Indiana Historical Building brought the meeting to a close without a vote on the motion.

The meeting adjourned at 6 P.M.

LESTER J. CAPPON, *Secretary*

Report of the Committee on International Relations

A leaflet explaining the purposes and interests of the Society of American Archivists was sent to about thirty Latin American Archivists offering them membership at a special rate of $1.50 per annum. A copy of THE AMERICAN ARCHIVIST was sent with each leaflet so that those approached would have the opportunity to appraise the journal. It was explained that the Society was making this offer in the interest of a more intimate exchange of professional knowledge between archivists of the Americas. This was the sole action taken by the committee during the past twelve months.

The experience of the undersigned who spent a major part of the year 1944 in the European and Mediterranean theaters of war has prompted him to make the following recommendations:

1. There should be called an international conference of archivists as early as possible to be held, preferably in the United States because we are in a much better position to act as hosts. Before this is undertaken, however, we should sound out leading European archivists as to the place where such a meeting might be held and if the response to the suggestion that it be held in this country is favorable, the Society should endeavor to get the United States government to support it. A word of caution should however, be added. We in America know that the archival profession has long been established in Europe and that their archival material goes back through the centuries. They have great pride in their possessions and are unquestionably experts in their field. It is rather in the field of modern archives that those of us in this country are able to make the greatest contribution, and it is fair to say that European archivists are groping with this problem and would welcome consultation and an exchange of ideas. They have been particularly interested in modern American archives buildings and methods of repair. They may have been shut off since the war began from learning of the progress that has been made in these fields by the United States and are anxious to be brought up to date. It would also be desirable to learn to what extent the archives of Europe[1]

[1] Continued on page 71.

Financial Statement

January 1, 1944, to December 31, 1944

Cash on hand, January 1, 1944			$2,081.85
Income:			
Membership dues:			
New members			
Life	$ 96.00		
Annual	230.00		
Renewals	1,460.00	$1,786.00	
THE AMERICAN ARCHIVIST:			
Subscriptions	$ 550.00		
Single copies	278.75		
Reprints	2.25	831.00	
Miscellaneous:			
Surplus from annual meeting	$ 8.36		
Postage received with dues	.18	8.54	
Total receipts			$2,625.54
			$4,707.39
Disbursements:			
Administrative expenses:			
Secretary's Office	$252.82		
Treasurer's Office	99.80		
Committee on—			
Membership	39.98		
Business Archives	57.72		
Nominations	7.40	457.72	
Publication fund		$1,379.52	
Purchase of U. S. Savings Bond, Series G		1,000.00	
Total disbursements			$2,837.24
Cash on hand December 31, 1944			$1,870.15

Budget for Calendar Year 1946

	General	Publications	Total
Balance, December 31, 1943	$ 603.21	$1,478.64	$2,081.85
Income, 1944	769.04	1,856.50	2,625.54
Total Assets, 1944	1,372.25	3,335.14	4,707.39
Expenses, 1944	457.72	1,379.52	1,837.24
U.S. Bond, Ser. G. $1,000 purchased	300.00	700.00	1,000.00
Total	757.72	2,079.52	2,837.24
Balance, December 31, 1944	614.53	1,255.62	1,870.15
Estimated Income, 1945	750.00	1,600.00	2,350.00
Total assets, 1945	1,364.53	2,855.62	4,220.15
Estimated Expenses, 1945[1]			
Publications ($1,350)		1,300.00	
Secretary office ($250)	250.00		
Treasurer's office ($100)	100.00		
Committees ($250)	150.00		
Annual Meeting ($100)	100.00		
	600.00	1,300.00	1,900.00
Estimated Balance, December 31, 1945	764.53	1,555.62	2,320.15
Estimated Income, 1946	800.00	1,600.00	2,400.00
Estimated Assets, 1946	1,564.53	3,155.62	4,720.15
Proposed Budget, 1946:[1]			
Publications ($1,350)		1,800.00[2]	
Secretary's office ($250)	300.00		
Treasurer's office ($100)	100.00		
Committees ($250)	150.00		
Annual meeting ($100)	100.00		
Total proposed budget	650.00	1,800.00	2,450.00
Estimated Balance, December 31, 1946	$914.53	$1,355.62	$2,270.15
[Plus $1,000 U.S. Bond			1,000.00]
			[$3,270.15]

Approved by the Council, November 7, 1945
LESTER J. CAPPON, *Secretary*

[1] 1945 budget figures are shown in parenthesis for comparative purposes.
[2] Including allowance of $500 for possible expense of editorial office.

have suffered damage from bombing and what have been rescued. Hilary Jenkinson of the Public Records Office hopes to compile a guide to European archives that would bring the story up to date. The archival profession in America is growing and it would certainly add to its stature if it became a full-fledged member with its colleagues in the family of nations.

2. One of the best means of bringing professional groups together when they are unable to meet is through an exchange of their publications. One of Europe's real needs is for American scientific journals which have not been available to her scholars for many years. Among the publications that would be welcome is THE AMERICAN ARCHIVIST. It is realized that there is only a small stock of this journal and the Society has limited funds so there can be no general distribution. Recommendation is made, however, that complete sets of THE AMERICAN ARCHIVIST be distributed to leading European archival institutions now lacking files in order that it may be made available to professional archivists connected with such institutions.

3. It is further recommended to the Society that consideration be given to extending honorary membership to Comm. Dott. Emilio Re, archivist of Italy, who remained at his post in Rome during the fascist administration and whose professional ethics are such that he has been permitted to continue his work of administering the archives of Italy since the allied forces took over. He has rendered valuable assistance to the Allied Forces in locating evacuated archives and in restoring the whole archival administration of Italy. Such distinguished services to the profession would seem to make Comm. Dott. Re worthy of any honor this Society might wish to bestow upon him.

Lastly it should be made known to the Society that there were no formal meetings of this committee and that on July 21, the undersigned agreed to take over the chairmanship when it became necessary for Mr. Gaston Litton to relinquish this post because of his absence from the country. The coming year can be an important one for the Society in establishing its relations with archivists of other lands. It is urged that a strong and active committee be appointed for the coming year.

FRED W. SHIPMAN, *Chairman*

Report of the Committee on Records Administration

This committee was organized subsequent to the 1944 annual meeting of the Society as a successor to the earlier committee of the same name, but with a more definitely limited immediate objective. The name of the committee is based upon an intent to cover all phases of the life history of official records that develop before those of enduring value are deposited in archival agencies. In that broad field the most urgent need is to arouse the intelligent interest of administrators in the importance of economical records administration. In order to meet that need an arrangement was made, with the approval of the president and the secretary of the Society, to take over a definite project that was already in the planning stage.

In 1944 the Public Administration Service of Chicago had asked the present chairman of the committee to prepare a bulletin on records administration for state and local government, designed to make available to administrators and archivists some of the lessons of experience gained by the federal government in this field. As plans for that project progressed it became increasingly imperative to have the participation in it of persons engaged in state and local records work. Therefore an arrangement was made under which the membership of this committee could provide that participation. It is intended that the bulletin be prepared as a project of this committee, and then published by the Public Administration Service, with due credit to the Society. This would make available the sponsorship and the distribution facilities of the leading research organization in the field of public administration.

A synopsis of the bulletin was drawn up and referred for comment to the secretary of the North Carolina Department of Archives and History, the chief of publications of the Public Administration Service, and, because that service has plans for a publication on microfilming, to the secretary of the new National Microfilm Association for comment. A considerable amount of material has been accumulated for use in the bulletin, mostly illustrative of developments in states and in local governments. The bulletin should be completed within a few months. If it proceeds as contemplated the members of the Society will be asked for suggestions as to distribution.

For the time being it appears that the committee had best limit its efforts to the preparation of the bulletin. When that is done, however, the committee should undertake to keep informed as to progressive developments in state and local records administration, and to assist them in every way possible.

The chairman requests that the preparation of the bulletin be considered an approved project for the coming year.

PHILIP C. BROOKS, *Chairman*

Report of the Local Records Committee

This committee was appointed for the first time in the spring of 1944, its object being "to explore ways and means of educating lay custodians of archival material." On November 8, 1944, the Council of the Society of American Archivists voted "to refer to the Committee on Local Records, the suggestion that local records officers might be encouraged to improve their services through a manual prepared for this purpose; through contact made with them by their state archivist; through the aid of a group of archivists prepared, on call, to make a survey on local conditions and problems in a particular county or other local sub-division, and through co-operation with the National Association of County Officials, and with the national finance officers associations."

A copy of this vote, together with the following list of suggested headings for such a manual was sent to each member of the Local Records Committee for their comments:

1. The nature of public records and their legal and research values; the use of records by the court and the public.
2. Record material, including the paper, ink, and binding.
3. Filing methods and filing supplies.
4. Indexes.
5. Repair, protection of records from floods, fire, and dangers of war.
6. Vaults, their construction and care.
7. Equipment.
8. Application of photographic processes to the administration of records.
9. Relations with the state archival agencies, etc.
10. Methods of reducing the bulk of records.

While this project is a long way from completion, we can report progress. A considerable amount of material has been gathered and is being held at Connecticut State Library until a compiler and editor is selected.

Miss Norton has kindly offered to arrange for the publication of the material serially in *Illinois Libraries*. However, it would seem that the financing should be accomplished by the Society of American Archivists or the Association for State and Local History.

Due to the war-time limitation on travel, no convention was held this year by the National Association of County Officers, so that it is impossible to report any additional co-operation between the Society of American Archivists and the above named organization, however we look forward with hope to the new year and the possibility of definite co-operation between the two organizations.

The School for Connecticut Tax Collectors, which was inaugurated last year proved so successful that this year in addition to the tax collectors school, September 5-7 inclusive, the state of Connecticut has operated two schools for assessors, one covering the fundamentals of assessing, August 20-24 inclusive, and an advanced school for assessing officers, August 27-31, inclusive, together with a school for Connecticut municipal finance officers, June 11-15 inclusive. All of the schools have been received with great enthusiasm and it is now planned to continue them and add schools for other local record officers from time to time.

HAROLD S. BURT, *Chairman*

Report of the Committee on Institutional Archives

Following the suggestion in last year's report that it is desirable to stimulate in various organizations interest in and study of archival practices, the Committee on Institutional Archives has outlined a project of a series of manuals for the different types of institutions. These manuals are intended to be brief and popular, to interest and instruct those who may be planning the organization of archives, as well as those who may be actually engaged in such work. We feel that the educational value of practical, simply written manuals will be far more effective publicity than a flood of letters of persuasory pamphlets. As to the necessity for writing and producing such materials, it may be said that the literature relating to institutional archives is scattered and inadequate. Present archival manuals are related to government archives.

A tentative outline is in the hands of members of the present committee for their suggestions, first, as to content (criticism of the outline), and second, as to who shall prepare the manuals: a committee or individuals, as members of this committee. Dr. Overman and the Rev. McAvoy have agreed to go ahead. It has been suggested that the completed product be submitted for criticism to archivists handling similar archives—the one on business to business archivists, on Catholic archives, to Catholic archivists, etc.

Before, however, beginning actual preparation of the manuals the committee feels that it should have the approval of the Council of the Society of American Archivists, and assurance that some way will be found to assure publication. We are therefore submitting to the Council for its consideration the proposals for this project. If the Council approves, work may proceed at once. If the recommendation is rejected, the committee (whatever its constitution or existence next year) will be free to start afresh in other directions.

WALTER HAUSDORFER, *Chairman*

Report of the Committee on Archival Buildings

The committee membership during the year past included, besides the writer, the two original members, Leon de Valinger, Jr., of Delaware, and William J. Van Schreeven of Virginia, and two new members, Morris L. Radoff of Maryland, and Charlotte Capers of Mississippi. Although no committee meetings were held, members were contacted by telephone and correspondence. The principal activity for the year consisted of consulting services rendered to inquirers. A study was initiated for the determination of optimum space requirements for the varying elements of an archives structure costing about a quarter million dollars.

Inquiries for information were received from gratifyingly diverse sources such as county, church, and university repositories contemplating the possible initiation of building projects for modernized archival housing. Corporations, too, are becoming increasingly aware of the utility value of the specialized care of their noncurrent records. The Firestone Tire and Rubber Company, for example, although presently assigning

but seventeen hundred square feet to its Department of Archives and Library, is by no means unaware of the growing need for specific archival housing. Through the efforts of William D. Overman, archivist of the company, archival activity is growing as indicated by the recruitment of a former member of the National Archives staff, James N. Young.

With the conclusion of hostilities some of the state archival projects mentioned in the annual report of 1944 have increased their chances for ultimate fruition. The proposed million dollar archival extension to the Connecticut State Library in Hartford is still in an uncertain stage, but the state librarian, James Brewster, reports that the governor will propose it to the state legislature as a part of the public works program. The chances for a legislative grant depend somewhat on the employment situation in the state. The state has the necessary funds for the structure, but release of building appropriations for public works is contingent upon the extent of unemployment that may develop during the reconversion period.

In Illinois, President Margaret Norton reports, the Post-War Planning Commission has recommended the completion of the Illinois State Library Building of which the existing archives building is the first unit. However, at the last meeting of the Illinois General Assembly, no appropriations were actually made for this purpose. The plan of the proposed building will take the form of a square U in which will be housed the administrative and public quarters and general reference section of the state library, and inside the hollow square formed by the U will be placed the library stacks and the new archival vaults. It is expected that the archival expansion will be faster than that of the library sections. The tentative plans have been prepared by the office of the state architect. It is also probable that when a new state supreme court building is erected, the present structure will be remodeled to receive the holdings of the State Historical Library.

Illinois is showing commendable activity in the field of county depositories also. An inquiry was received from Peoria, Illinois, requesting information on county archives. This is a revival of a project promoted in 1940 but abandoned because of the war. In view of the lack of a comprehensive work on the subject such inquiries were answered by reference to the following items: (1) Margaret C. Norton's "Record Vaults," in *Illinois Libraries*, November, 1943, (2) the National Archives' *Bulletin No. 6*, "Buildings and Equipment for Archives," by Simon, Gondos, and Van Schreeven, (3) the National Fire Protection Association's report *Protection of Records*, August, 1939, and (4) a selected list of modern county courthouses and their architects, compiled by the committee. Counties in various regions are planning the erection of new courthouses, or the remodeling and addition of vault facilities. A more romantic and interesting item, somewhat off the beaten track, is the purchase by the state of Illinois of the Sangamon County courthouse and its conversion into a permanent memorial to Abraham Lincoln. The state appropriated $600,000 for this purchase.

The records survey in New York state preparatory to the drawing of definitive building plans is proceeding apace. Henry Howard Eddy has been in charge of this phase for some time past and, in addition to his surveying activities, he has developed some interesting ideas with regard to movable shelf equipment for archival uses. The various state agencies have been canvassed for data on their records storage and reference service requirements, and tentative plans have been formulated to meet acute problems existing in some of the filerooms and storage areas. The move for a centralized noncurrent records management and archival depository has met with very favorable response from administrative officials. Final decisions, however, on the highest policy-making level have not yet been formulated.

In the Keystone State—Pennsylvania—Governor Martin submitted to the legislature the greatest archival building program thus far proposed in an American state. True, the state's historical library and museum are also included in the vast six million dollar project, as well as the purchase of ground adjoining the present Capitol Park and the consequent relocation of utilities and the extension of the capitol landscape design, but the archival structure and facilities proper will probably cost as much as two and a half million dollars. The handling of historical, museum, and archival activities on the state level have been completely reorganized during the past year, the former Pennsylvania Historical Commission and the State Museum have been merged, and the newly created Pennsylvania Historical and Museum Commission has been clothed with the responsibility of obtaining the necessary plans and specifications for the proposed William Penn Memorial Building which will house the archives of the commonwealth. The commission appointed a building committee, with R. N. Williams, 2nd, acting director of the Historical Society of Pennsylvania, as chairman. This committee is now actively at work prosecuting the project.

The library of the University of Wisconsin is presently located in the same building as the State Historical Society which has jurisdiction of the state's archives. The university, reports Director Edward P. Alexander, is now in process of planning a new library building which, it is hoped, will be built in 1946-1947. As soon as the university library is completed the State Historical Society will receive complete possession of the existing building and this added space will be devoted to the expansion of archival facilities, and to a consequent expansion of an active accessioning program of the noncurrent records of state agencies.

John Clement, acting director of the Vermont Historical Society, states that the Vermont legislature has not yet appropriated funds for the projected archives addition to the state library building, but, at least, a resolution recommending favorable action by the next legislature was adopted. Since the long round of committee hearings have already been held this favorable resolution is not only an important step forward but it will also help to avoid further loss of time and effort in committee meetings. Incidentally, the Vermont state arsenal, which housed the state's military records, was recently burned when it was struck by lightning, and many of the records were considerably damaged. Salvaging operations are still in progress on the drying and cleaning of charred and water-soaked papers which date back to Revolutionary times. What an object lesson to Vermont's tight-fisted legislators as regards the value of a fireproof depository!

The projected new stacks in Alabama's World War Memorial Building, which houses the Department of Archives and History, are to be completed at last. Director Marie B. Owen says that the Alabama legislature has authorized the expenditure of $71,000 towards the completion of the stacks, and several contracting firms have been asked to bid on the project. Warren, Knight, and Davis of Birmingham are the architects.

Activity on the institutional front is growing apace, if the requests from such sources for consulting services is a deliable index. In addition to certain requests from Catholic sources, inquiries from universities have also been received. In June, the chairman received a visit from Wayne S. Yenowine, acting director of libraries of the University of Georgia, and the problems incident to new archival developments were discussed. The chairman also served as consultant to the recently installed archivist of the University of Pennsylvania, Dr. Leonidas Dodson, who has been entrusted with the development of that learned institution's archives.

The most insistent undertone in the frequently plaintive replies of our archival correspondents is the overwhelming importance of the current political equation and its effects on their plans and hopes. Politics is an ever present hobgoblin interfering with

"the best laid plans of mice and men." For example, one correspondent writes, "As you can readily understand, all sorts of political angles are involved . . . care must be exercised to avoid slighting anybody by failing to secure his opinion . . . all this slows progress." And another relates, "I hope you will understand my position but as you know, projects of this nature are somewhat involved in politics and there is always the danger of hurting someone or treading on someone's toes." And a third archivist hopes for economic pressure to force political action, as he reports that, "A good deal, of course, depends on how reconversion develops. . . . If public works are necessary to help employment, I believe the legislature would approve the plan."

Thus archivists in administrative positions not only have to be good scholars but also political tight-rope walkers with the "savvy" of a Tammany sachem. Yes, regrettable as it may be, the history of modern archival developments in America clearly proves that nothing is a greater boon to archivists and their plans than a first class depression. It is truly the event that moves political mountains. So it may be taken as axiomatic that the development of American archival buildings is in inverse ratio to American prosperity. May the future disprove the past!

VICTOR GONDOS, JR., *Chairman*

Report of the Committee on Archival Research

The primary objective of the Committee on Archival Research at the present time is to stimulate the writing of articles suitable for publication in THE AMERICAN ARCHIVIST. Despite the distracting events of the year, the committee is able to report some progress toward this objective. Two manuscripts have been submitted to and accepted by the editor. Another has been recently completed. Two are being revised for possible publication in our journal. Five are in various stages of preparation. Five others have been promised, one of them from Europe. These articles cover a wide scope of subjects.

While this record of accomplishment is modest, it is by no means discouraging. If this much could be done in a year that witnessed the end of hostilities on both fronts, surely much more can be done in the future. The chairman, heartened by the cordial support he has received from members of the committee and others, looks forward to the time when the editor of THE AMERICAN ARCHIVIST can find his desk glutted with manuscripts worthy of publication. Only then could this committee feel justified in relaxing its efforts to stimulate the writing of articles and turn to other objectives.

One thing should be made clear. The Committee on Archival Research does not stand between potential authors and the editor of our journal. Anyone who wishes to submit an article direct to the editor is welcome to do so as always. The committee aims merely to convert into contributors persons who may not have thought of making contributions to its pages.

CARL L. LOKKE, *Chairman*

Report of the Committee on Information

The metamorphosis of the Committee on Publicity into the Committee on Information, which took place after the 1944 annual meeting of the Society, did not affect the work of the committee. It followed the pattern that had been established the preceding year. Mrs. Elizabeth E. Hamer, assistant administrative secretary of the National Archives, continued to act as chairman, Mr. Roger Thomas, of the Maryland Hall of Records, again served as a member, and in October, 1945, Miss Margaret Pierson, archivist of the Indiana State Library, was appointed to the committee.

No meetings were held during the year. The chairman conferred occasionally with

Mr. Thomas, but all other business and most of the activities of the committee were conducted by correspondence.

In pursuance of its purpose to disseminate information of interest to actual and potential members of the Society in order to build up the Society's membership and to increase its stature as a professional organization, the Committee continued to send clippings from THE AMERICAN ARCHIVIST to contributors and to those mentioned in its reviews or news notes. This is a service that members of the Society, at least, like and now expect to have, as the committee discovered when its chairman was late one quarter in sending out the clippings.

"Writings on Archives and Manuscripts, July, 1943-June, 1944," a twenty-page reprint from the October, 1944, issue of THE AMERICAN ARCHIVIST, was advertised by the committee, as its earlier edition covering 1942-1943 had been. A memorandum was sent to more than twenty-five editors of professional journals advising them of the availability of the reprint for twenty-five cents a copy and asking them to print a notice of this in their columns. Response to the resulting publicity was rather good in 1944, the secretary of the Society reported.

During the year, so far as the committee is aware, one article from THE AMERICAN ARCHIVIST, Dr. Solon J. Buck's "Let's Look at the Record" from the April, 1945, issue, was abstracted by a trade journal, *Weston's Record*. This publication reaches about twelve thousand keepers of local records and, as suggested by the committe last year, such abstracting or reprinting greatly extends the influence of the Society and ought to be encouraged. Unfortunately this field was not even superficially explored by the committee. Next year a planned program should be undertaken to stimulate reprinting or abstracting from THE AMERICAN ARCHIVIST not only in this country but abroad, for example, in India, where a new records publication is being launched. A statement of policy from the Council or an agreement with the editor of the Society's journal in regard to whether this committe or the editor should take the initiative in calling attention to articles in the journal would be highly desirable.

A major activity of the committee is the preparation and handling of the publicity on the annual and other meetings of the Society. Complete press coverage was obtained for the annual meeting last year in Harrisburg, Pennsylvania. Four press releases were prepared by the chairman in advance of the meeting and were sent to papers east of the Mississippi. Mr. Roger Thomas, with the able assistance of Dr. S. K. Stevens and his staff, did a beautiful job in covering the Harrisburg front. Space given the meeting in the press, considering wartime shortages of newsprint, was generous.

After the meeting a brief news note on the election of officers and other events at the annual session was sent to a score of professional journals, many of which utilized the hand-out. Thought was given to making these news notes a quarterly activity, but that idea died a-borning from lack of news and time. Notification of the joint luncheon of the Society of American Archivists and the American Historical Association on December 28, 1944, in Chicago was also sent to a few journals but this session was decided upon too late to permit catching the fall editions of the periodicals. Plans have been made for covering the 1945 annual meeting of the Society in Indianapolis, but once again the committee has been handicapped by lack of advance information about whether the meeting would be held, where it would take place, and what the program would be. This was unavoidable because of the war, of course, and next year perhaps a more thorough job can be done.

In closing this report, a word of thanks must be said for the ever-sustaining hands of President Norton and Secretary Cappon. Many others, too numerous to mention, have co-operated whole-heartedly with the committee. Mr. Thomas has worked faithfully and very ably and I know that Miss Pierson, who will bear the burden at Indianapolis, will

also be a valuable member. I regret that I must ask to be relieved of the chairmanship. I have enjoyed the work and I feel that it is worth doing. My official duties at the National Archives, however, make it almost impossible for me to be away during the first two weeks of November, when, it seems, the annual meetings are to be held, and I think that it is unfair to the committee members and to the Society for the chairman not to be at the annual meeting, where all hands are needed.

ELIZABETH E. HAMER, *Chairman*

The secretary would like to purchase copies of the January, April, July, and October, 1938; January, 1939; July, October, 1940; January, April, 1941, issues of THE AMERICAN ARCHIVIST. The secretary will repurchase these issues at fifty cents a copy.

THE NATIONAL ARCHIVES

The termination of war activities has already resulted in the transfer to the National Archives of records from several emergency agencies. Among them are the records of the Industrial Incentive Division of the Navy Department, 1941-1945; the records of the War Refugee Board, 1944-1945; applications for export licenses made to the Foreign Economic Administration, 1942-1943; case files of and hearings before the National War Labor Board, 1942-1944; and records of the Overseas Branch of the Office of War Information, consisting of radio scripts and program logs of the San Francisco office and sound recordings of broadcasts from the New York office, 1941-1945. Other recent accessions include a group of photographs pertaining to Indian wars, the Spanish-American War, the Philippine Insurrection, the China Relief Expedition, and the Mexican Punitive Expedition, 1898-1914, received from the War Department; records of the Immigration and Naturalization Service, 1882-1938; and records of the Comptroller of the Currency Bureau relating to national banks, 1863-1940.

Under sponsorship of the Interdepartmental Committee on Cultural and Scientific Co-operation, a program for bringing Latin-American archivists to the United States to study archival methods has been instituted. Juan Eyzaguirre Escobar, assistant director of the National Archives of Chile, and Manuel Carrera Stampa, doctoral candidate at the National University of Mexico, are now working at the National Archives on fellowships. Later they will study at other archival agencies throughout the country.

The archivist of the United States has announced the transfers of the following staff members: John G. Bradley, who had served as chief of the Division of Motion Pictures and Sound Recordings since 1935, to become director of the Motion Picture Project of the Library of Congress; Theodore R. Schellenberg, who had served as chief of the Division of Agriculture Department Archives since 1938, to become records officer of the Office of Price Administration; and Jesse E. Boell, assistant director of the War

Records Office, to accept a position as archives officer with the Monuments, Fine Arts, and Archives Section of the Office of Military Government (U.S.) for Germany. Henry H. Eddy, on leave from the Franklin D. Roosevelt Library at Hyde Park, resigned to become archivist of the state of New York. Virginia E. Massey, formerly on the staff of the Historical Records Survey Projects and more recently on that of the Office of Strategic Services, was appointed to the staff of the National Archives and Fred G. Halley returned after receiving an honorable discharge from the Army. Dallas D. Irvine, formerly management officer of the National Archives, has become assistant director of the War Records Office and Arthur E. Young is acting management officer.

Recent visitors at the National Archives include Australia's parliamentary librarian and National Library archives authority, Dr. Kenneth Binns; Dr. L. K. Tao, of the Institute of Social Sciences, Academia Sinica, Chungking; and Dr. Tung Chi Li, professor of history at National Futan University, Chungking.

Library of Congress

The Library of Congress has made an agreement with the Petroleum Administration for War to make available to the public the content of certain records of the German oil industry collected by a mission of petroleum technologists under the supervision of the PAW. The information to be made available falls into four classes:

1. One hundred fifty microfilm reels of approximately one thousand frames each, each frame containing a page of a captured document relating to the industry.

2. Indices of the microfilm reels, describing briefly what information the reports included in each reel contain. Copies of these will be available at the Library of Congress and in research libraries in thirty-five key cities throughout the country.

3. Reports by individual members of the mission on areas visited. Areas usually included one but sometimes more than one plant, and the reports are based on records found, personal observations, and interrogation of plant personnel at or near the plant concerned. Approximately forty of these reports have been declassified and will be available at the Library of Congress, and other reports will be made public as they are declassified. Copies of these reports will be distributed to the thirty-five key libraries for inspection.

4. Summaries of the information contained on the microfilms prepared by subjects or processes. About twenty-five microfilms have been translated through the co-operation of industry technologists and are now being analyzed. The first of these summaries is expected to be available in the near future from the Library of Congress or the thirty-five key libraries.

The library has received the files of the Columbia Broadcasting System short wave listening station, 1939-August, 1945, containing foreign short wave broadcasts recorded from more than sixty enemy and allied stations.

Among the recent accessions to the Division of Manuscripts in the Library of Congress the following may be noted: one box of ecclesiastical court records of the bishopric of Zebu, Philippine Islands, 1653 to 1681, and the acts of the Municipal Council of Manila, 1786 to 1787; photostats of three letters, 1798, in the Canadian Archives, relating to the loan of twenty-five pieces of cannon to the United States government; one volume of papers of Gouverneur Kemble Warren: "Proceedings of a Public Meeting of Soldiers of the late War, August 12, 1882"; reports of the annual meetings of the National Institute of Social Science, 1934 to 1944; twenty-one boxes of the papers of the United States: Writers' War Board, 1941 to 1945; and one volume of the "Register of Visitors, United Nations Conference on International Organization, April 25, to June 26, 1945."

Small collections of papers of the Barnard family of Connecticut and New York (1757-1890), William Conant Church (restricted), Alexander B. McFarlon, Mira L. Dock, Gertrude Lane, and Wendell Willkie have been acquired since the last report, and additions have been made to the Division's holdings of the papers of Roger Sherman, John Ericcson, Henry Ward Beecher, Cadmus M. Wilcox, James J. Gillette, Evelyn Briggs Baldwin, and William Jennings Bryan.

Records Administration Division, Navy Department

Lt. Comdr. Emmett J. Leahy, USNR, founder of the Navy's records management program and director of records administration for that department since September, 1941, returned to inactive duty in the Naval Reserve and left the Navy Department in November, 1945, to become manager of the Records Management Services of the Systems Division of Remington-Rand, Inc. He was succeeded by Lt. Comdr. Herbert E. Angel, USNR, who has been connected with the Navy records management program since April, 1943, and has been assistant director of records administration since February, 1944.

Other officers of the division returning to inactive duty in the Naval Reserve include Lt. Comdr. Joseph P. Brennan, officer in charge of microphotographic service; Lt. Ken M. Davee, who has served the division in a number of capacities; Lt. J. Hamilton Lane, officer in charge of the microfilm center at Pearl Harbor; Lt. Charles H. Niemann, officer in charge of the correspondence management service; and Ens. Walter Higgins, assistant manager of the microfilm plant in Washington. Lt. Davee has returned to Chicago to reestablish his management engineering firm, and Lt. Niemann has joined the management staff of the Veterans Administration. The other officers named

have joined the staff of Remington-Rand, Inc., Lt. Comdr. Brennan as photographic specialist in the Washington branch, Lt. Lane as assistant to the vice-president and general manager of the Photo Records Division, and Ens. Higgins as assistant to the development engineer of the microfilming laboratory.

Lt. Comdr. L. Ray Awtrey, who has recently been on duty in the Bureau of Ships and who before he entered the naval service was connected with the Railroad Retirement Board and the Foreign Economic Administration, has been appointed officer in charge of microphotographic service.

Courses for the indoctrination of the newly appointed records officers for the various naval districts were held in Philadelphia and Los Angeles during the week of October 29 under the direction of Lt. Everett O. Alldredge and Lt. Davee, respectively. Persons attending the course in Philadelphia came from points as distant as Puerto Rico and the Canal Zone, while the Los Angeles course drew from Hawaii and Alaska as well as from districts in the continental United States.

Interagency Records Administration Conference

The Interagency Records Administration Conference is now entering its fifth year. The conference provides all federal employees concerned with records administration with an opportunity to interchange ideas on records administration procedures and problems, to discuss principles and standards of records management, to study systems of records management in federal agencies, to prepare materials on records administration for use in training, and to plan for the training of records clerks and supervisors. Attendance is open to all who are concerned with records administration in the federal resvice.

The conference holds meetings on the fourth Friday of each month, September through June, usually at the National Archives auditorium. At the September meeting Elliott Thompson, Bureau of the Budget, Ross Pope, Office of Censorship, and Victor Gondos, Jr., of the National Archives, discussed the disposition of records of terminated agencies or activities. Retention and disposal of fiscal records was the subject of a panel discussion at the October meeting, with John H. Dethman, Office of Price Administration, Allen Humphrey, General Accounting Office, and Clifford R. Barnes, Department of Agriculture, making up the panel. Another panel discussion was held at the November meeting when the establishment and retention of contract records were discussed by Willard E. Mack, Procurement Division, Treasury Department, Capt. Kenneth Walker, Records Management Branch, Adjutant General's Office, and George Farrand, Accounting Division, Office of Contract Settlement.

In addition to the monthly meetings, the conference sponsors two round-tables meeting on the second and third Fridays of each month—one, a round-

table on records administration, led by Lt. Charles A. Sterman, USNR, Records Administration Division, Navy Department, and the other on case studies in records management in federal agencies, led by Henry J. Lilienfield, Bureau of the Budget.

The American Association for State and Local History

The fifth annual meeting—the second peace-time gathering—of the American Association for State and Local History took place at the Hotel Severin, Indianapolis, Indiana, November 7-8, 1945. The series of programs opened with a joint dinner meeting with the Society of American Archivists. Herbert O. Brayer, of the Colorado State Historical Society presided over a panel discussion of the complex subject of microphotography in which George A. Schwegmann, Jr., director of the photoduplication service of the Library of Congress, Eugene Power, president of University Microfilms, Inc., and Fremont Feder, of Wesleyan university library, and others took part.

"Local History and the Schools" was the timely subject of the morning session on November 8. H. Bailey Carroll, of the University of Texas, described the Texas Junior Historical Association, the purpose of which is "to promote the history and tradition of Texas." S. K. Stevens, state historian of Pennsylvania, outlined the experience of his state in utilizing local history in the schools. In her paper entitled "A Minnesota History Project," Gertrude Gove described the search into local history, a project undertaken by the high school students of St. Cloud, Minnesota. Paul Seehausen, of the Indiana Department of Education, told of the plans for including a study of state history in the proposed social studies curriculum for his state. The more advanced status of the student of history was represented by Colton Storm, of the William L. Clements Library, Ann Arbor, Michigan, in his paper, "History and Higher Education." John D. Barnhart, of the department of history, Indiana University, presided at this meeting.

During the afternoon session, conducted by Dorothy C. Barck, of the New-York Historical Society, the president of the association, Howard H. Peckham, of the Indiana Historical Bureau, described the organization of this bureau and its correlating activities with the Indiana Historical Society and the Indiana State Library.

The afternoon session was concerned with the problems of writing the history of the second World War and with the effect of the recent conflict on the West. Marvin W. Schlegel, of the Pennsylvania Historical and Museum Commission, pointed out that history written contemporaneously was not usually considered definitive, but that one of the chief values in early writing lies in the fact that gaps and inequalities in the collections of war records may be revealed soon enough to be at least partially remedied. Virgil V. Peterson, of the Colorado State Historical Society, gave striking illustrations of

how the war came to the West and how it affected the people. Lester J. Cappon, of Colonial Williamsburg, Inc., Williamsburg, Virginia, presided over this meeting.

Dorothy C. Barck delivered her presidential address at the dinner meeting on November 8. In discussing the universality of local history, Miss Barck said that "each and every individual interest can be satisfied in the diversified fields of local history, and every special aptitude well applied to its study." In other words, the speaker said, local history may be "anything that interests anyone." Roy M. Robbins, chairman of the department of history at Butler University, Indianapolis, presided.

Representatives from approximately twenty-four of the forty-eight states of the Union and the District of Columbia attended the meeting of the association, which everyone felt was successful. We are very grateful to Lewis Beeson, chairman, and the members of the program committee, Edna L. Jacobsen and Allyn B. Forbes, and to Howard H. Peckham, chairman, with his corps of assistants, Harold F. Brigham, Margaret C. Pierson, Caroline Dunn, Grace B. Osterhus, Florence G. Watts, and Martha T. Morris of the Joint Committee on Local Arrangements. When one considers the shortness of the time in which all committees had to work, the evident success of the annual meeting is all the more noteworthy.

Resolution of the Council of the American Association for State and Local History, Passed at Indianapolis, November 8, 1945

It has come to the attention of the American Association for State and Local History, now holding its annual session at Indianapolis, that, in the confusion of post-war readjustments, there is danger that valuable and irreplaceable records of various federal agencies, particularly those in the several states, may be improperly handled and even totally lost. Be it therefore resolved by the Council of the American Association for State and Local History, that the National Archives, the official records agency of the United States government, take every practicable step, in order to prevent such loss, to see that no federal records are destroyed or disposed of until such disposal has been authorized by Congress, upon recommendation of the National Archives, as provided by law.

Miss Nell Hines, in charge of war records collecting at the North Carolina State Department of Archives and History, has been elected secretary-treasurer of the association succeeding David C. Duniway, who resigned because of the pressure of his duties as regional historian for the Office of Price Administration and as representative of the National Archives on the west coast.

National Microfilm Association

This non-profit corporation (Michigan) has been established to act as an information center for the microfilm industry and its public. The purpose of the association is to promote a better understanding of microfilm, its applications and resulting products or services, thus bringing about the efficient and

economical use of microfilm. The office of the new organization is at 303 Lexington Avenue, New York 16. Charter member companies include the American Optical Company, Ansco, Bausch and Lomb Optical Company, Diebold, Inc., Federal Manufacturing and Engineering Corporation, Fonda Machinery Company, Inc., the Globe-Wernicke Company, Graphic Microfilm Service, Inc., the Haloid Company, A. H. Mathias and Company, the Microfilm Corporation, Microstat Corporation of Pennsylvania, Remington-Rand, Inc. (Photographic Records Division), H. A. Rogers and Company, Society for Visual Education, University Microfilms, and York-Microstat Corporation. Individual charter members include Lt. Vernon D. Tate, National Archives, and J. H. Lane, general manager of the Photo Records Division of Remington-Rand, Inc.

Publications issued to date by the association include a series of *General Letters* and *General Bulletins* sent to members, and copies of an address by D. A. Ploesser, methods manager of the Timken Roller Bearing Company, entitled "Microfilming for the Office," which was released through the courtesy of the National Office Management Association. *General Letter* No. 3 includes a discussion of the advantageous use of microfilm in the production of records by firms subpoenaed by the Department of Justice in its current investigation of investment banking and a statement on making prints permanent for archival purposes. *General Bulletins* Nos. 1-3 carry a discussion of public relations for the microfilm industry, and *General Bulletin* No. 4 announces that the Public Administration Service has requested the association to prepare an illustrated manuscript for a projected monograph on the subject of *Microphotography for Public Officials* to be issued by the PAS. The same bulletin includes a tentative synopsis of the proposed monograph.

Officers as of October 31, 1945, are Eugene B. Power, president; John B. Hartnett, vice-president; M. S. Lehman, treasurer; and W. L. Knighton, advisory secretary.

University Microfilms

University Microfilms, Ann Arbor, has announced that arrangements have been made whereby American scholars and libraries may obtain microfilm material from the British Museum, the Bodleian and Cambridge libraries, the British Public Record Office, and some smaller libraries in England. A similar service will be available for material from French libraries. A modern microfilm camera has been installed in the Bibliothèque Nationale to handle books in that library and interlibrary loans from other French institutions.

Foreign News

In addition to the archivists mentioned in previous issues of THE AMERICAN ARCHIVIST as serving with the Monuments, Fine Arts and Ar-

chives Section of the Office of Military Government (U.S.) for Germany, Jesse Boell, Edgar Breitenbach, Paul Vanderbilt, and Capt. Seymour Pomrenze have joined the section. Mr. Boell and Capt. Pomrenze have been employed at the National Archives. Mr. Vanderbilt is known to many in connection with the Philadelphia Bibliographical Center and Union Catalogue. In recent months he has been serving with the Office of War Information and Mr. Breitenbach was employed by the same agency.

International Federation of Documentation

We are indebted to Dr. F. Donker Duyvis, editor of *FID Communicationes*, for the following report on the activities of the federation during the war:

For the time being I can only give a brief account as to what happened to the F.I.D. during the five last years. Correspondence is still difficult and contact with many of our correspondents has been stopped before some years.

Our last meeting in Zürich in August, 1939, was already influenced by the shadows of the near awkward future. Soon afterwards the cataclysm started. However, Holland was still outside the war up to the 10th of May, 1940, and it was a happy coincidence that we had still the kind visit of our American friends of the Rockefeller Foundation who enabled us to keep the bureau running during the first years of the war.

When the war started we judged best to abstain from positive activity but to do the current work: answer the correspondence, keep the Journal "F.I.D. Communicationes" running (we had a good stock of copy), distribute the proposals of extension of the Universal Decimal Classification, but restricting this to simple extensions and asking people to abstain as much as possible from fundamental proposals and giving notice that no proposal should be considered as definitively adopted as long as the war lasted. Of the "Communicationes" as well as of the proposals we trusted that copies sent to Switzerland would be passed to Great Britain and in fact this seems to have succeeded to a certain extent, although not all our sendings came through. New editions of the C.D.U. were checked as much as possible with the standard manuscript.

With the occupants we had no difficulties in the beginning but for one incident. I wrote to Dr. Craver (Engineering Societies Library) asking him to act representation of the secretaryship and receive all contributions from American members. To the latter I wrote conformly a letter. My letters were seized by the German censors and I was submitted to several hearings. The matter was not considered as a single trespassing of some official regulation but as a "crime." However, the thing ended simply with a small fine.

In 1941 I managed to pay a visit to both old friends in Brussels. In that time the food situation in Belgium was defective and both suffered from it. Leaving LaFontaine I felt that it was the last time I saw his gentle face but I did not realise that I would never see again Otlet, who was still full of energy and planning for the future. A German curator dealt with the collections of the Palias Mondial and the Institut International de Bibliographie, but he was rather harmless.

The year 1942 brought more difficulties. The German association for documentation which acts as German national section of the F.I.D. had grown active and was rather nazified. They organised a Conference in Salzburg and sent one messenger after another to the Hague urging Dr. Prins and me to attend that Conference.

Dr. Prins and I refused. In 1942 we were demissionary as officials of the F.I.D. and we took the standpoint that it was our duty to take care of the bureau of the F.I.D., especially of the archives which were the common-property of all the belligerents as well as of the neutrals. We were ready for discussion so far as general international interests were concerned, but it was not our duty to assist to any meeting of a national society. As Dutchmen we considered it impossible to accept the hospitality of Nazi-authorities.

The Conference took place. There was a tendency to create some continental federation of documentation under German, political leadership. Only few foreigners were present in Salzburg.

Our further information was that the German authorities considered to confiscate the F.I.D. or to deplace it to Berlin and transform it into the above-said planned organisation.

Since our cash was nearly empty as usual, the confiscation would be rather harmless from a financial point of view but it would mean complete loss of the archives. Moreover in the archives all kinds of data concerning our members and co-operators would be found and various of the national bodies would come under direct political control from Berlin.

I got the hint to keep the cash empty, which was not so difficult a task, and further to keep close relations with the Centro Volpi, the latter organisation being the moving force of our Italian Section. The Italian group was opposed to a transmission of the F.I.D. towards Berlin. Moreover the Centro Volpi was strongly Americanophile. In fact when there was a meeting in Venice concerning the application of the C.D.U. for classing standards the Italians did not understand or pretended to not understand German and French with the ridiculous effect that the discussions were held in English language, a thing which of course made the German authorities wild.

I followed up the hint, in fact with the success that no measure against us were taken. But I think we also owed our safety to the firm defense by Dr. Otto Frank. The latter (just as Carl Walther) from the beginning was strongly against the war, refused constantly to enter into the Nazi party (of which most German officials, e.g. Dr. Kruss, drew members more or less against their will) and rejected antisemitisms. Frank had many difficulties for our sake and was dismissed as secretary of the German section. I received his last letter in the beginning of 1944 and I sincerely hope that nothing serious has occurred to him and his family afterwards.

I was on the list to be arrested in the end of 1942 for some unknown reason. Possibly it had not to do with the F.I.D. Thanks to the intervention of some friends in the Royal Dutch Oil Cy., I was not captivated.

In the beginning of 1943 came difficulties about the publication of the Communicationes and in the midst of 1943 we got no longer permission for this publication. I was not sorry to stop it, because our stock of copy from abroad was exhausted and practically we got only copy from Germany. Fortunately the "Communicationes" were saved by E. Mathys who continued their publication in Bern.

The year 1943 brought the big loss of our great founder Henri LaFontaine; his inseparable friend Paul Otlet followed him in 1944.

In 1943-1944 no work of practical importance was done in the Bureau and obviously the Germans had lost their taste for international organisation of documentation.

Although in my function of temporary President of the Dutch Patent Office I was actively engaged in the illegal resistance work, I kept the F.I.D. clean from any illegal activity (The Dutch Institute of Documentation was rather a center of illegality).

From the sections I got not much news except from Switzerland, of which documentary activity is given, account in the Communicationes. The Italians had created their section just before the war started. A Rumanian section was founded in 1940. In Sweden the Society for Technical Literature is growing and preparing in general Swedish association for documentation. I am afraid that Rodowicz the leader of our Polish section has been killed. From Denmark came only spare news and I presume also our Danish group met with difficulties. In Belgium our friends did a lot of important work as to courses in documentation and development of the U.D.C. The Hungarian section was still in formation. From France seldom came any news, from Czecho-Slovakye occasionally. In Holland was worked at the development of the reduced size, flat photocopy; moreover a lot of bibliographic work and classification was done.

Pan American Institute of Geography and History

Plans for the strengthening of the historical program of the institute are under consideration. The Joint Committee on Latin-American Studies at a conference held in Washington on October 17, 1945, voted to recommend to the Department of State that the United States delegation to the forthcoming assembly of the institute be instructed to propose the creation of an Institute Commission on History organized on the same basis as the Institute's Commission on Cartography. Broadly representative of the historical scholarship of the American countries and competent to develop special committees, the commission would appoint a first committee charged with securing and making available information respecting the principal bodies of historical sources in each of the American countries. The nature of such a survey of the sources of American history is outlined in the following memorandum submitted to the State Department for possible submission to the delegation:

In order to promote studies in the history of the American countries, it is important that the great bodies of historical sources that are to be found in public archives, libraries, private collections, and museums should be surveyed and described. While this can hardly be done as a single operation, it should be possible for a central body, such as the First Committee of the Proposed Commission on History, to plan an open series of guides and descriptive accounts and to encourage their preparation by scholars of the respective countries. In that way there would gradually be made available an increasing body of information in all countries respecting the documentary and objective materials upon which historical research must be based.

The preliminary task of the First Committee should be the compilation of a bibliography of existing guides, catalogues, inventories, and other descriptive accounts of historical source materials. This bibliography should be compiled in each country according to a general plan approved by the Committee. Its principal task, however, would be to stimulate the preparation of new and up-to-date guides, catalogues, inventories, and descriptive accounts, in accordance with a general plan.

In the preparation of these guides in each country, special attention should be given to bodies of material that are of interest for the history of other American countries, the description of which might also be facilitated by the organization of special missions, similar to those sent by the Argentine to the Spanish archives, or by the Carnegie Institution of Washington to the archives of Mexico, Cuba, and

Canada, and of European countries, or by the Canadian Archives to the archives of England and France.

The fourth assembly of the institute, originally scheduled to meet in Caracas, Venezuela, November 28-December 11, 1945, has been postponed until the spring or early summer of 1946.

Australia

Dr. Kenneth Binns, parliamentary librarian and national library archival authority, has furnished the editors with the following account of recent archival activities in Australia:

In early 1942 an Inter-departmental Committee on the Preservation of War Records was set up to investigate the situation and advise the Prime Minister on methods for the safeguarding of valuable war records. In August, 1942, this committee became the War Archives Committee. [See note in THE AMERICAN ARCHIVIST, VI (July, 1943), 185-186.] On its advice, the Prime Minister sent an instruction to the various departments forbidding the destruction of any records other than those held under obligation to destroy and, in consequence of a final report submitted by the committee the following provisional archives system was set up. The director of the National War Memorial was selected to act as a provisional archival authority for all Service departments and the librarian of the National Library was appointed to act in a similar capacity for all other departments. All archival problems were to be referred to these authorities and they alone could authorize destruction of records. An archives officer was appointed under each authority.

Early in 1945, a conference was held between the National Library and War Memorial Authorities and the basis was laid for standard methods of approach to and treatment of archival problems. It was decided that the archives officers should work in collaboration upon a body of records salvaged from Government House, Port Moresby, by the Department of External Territories. On the basis of this work, a report was submitted to the archival authorities. It recommended machinery for relations with departments in matters concerning disposal, appraisal and transfer, and suggested the use of standard procedure forms.

Research in both archival and records practice has been a feature of archival work during 1945, particularly in relation to the preparation of machinery for disposal and transfer of records. It was obvious that the success of any scheme depended upon securing the understanding and co-operation of the various departments. Consequently a conference with departmental records officers was held in July, 1945. Prior to the conference an information circular was prepared and distributed, together with copies of tentative archival procedure forms. As a result the conference discussion was free and well informed; the problems of both records and archival officers were discussed; and it was soon evident that the most serious difficulty of both was inadequate storage facilities. Discussion showed, however, that considerable relief could be effected by scheduled destruction of archivally useless routine papers. Consideration has therefore been given recently to the possibility of such a system and, as a preliminary step towards compilation of schedules of destruction, circulars have been distributed requesting that departments list categories of records which conform to the requirements specified. These lists will then form the basis of detailed preparation of schedules on the part of the archival authority.

The end of the war and the probable termination of wartime authorities, has caused the National Library Authority to suggest that the Prime Minister's Department circularize all departments requesting that every care be taken to prevent the loss of records and that early notification of projected termination be given the National Library, in order to insure adequate appraisal. Despite methods of destruction in hand, it is certain that storage space available at the moment will prove inadequate. A letter has been written to the Prime Minister's Department suggesting that consideration be given to the possibility of acquiring temporary repositories in Sydney and Melbourne until such time as more permanent storage can be made available in Canberra.

Belgium

No issue of *Archives, Bibliothèques et Musées* has been printed since 1939. Shortage of paper, the high cost of publication, and an unwillingness to submit to German censure were responsible. Publication will probably be resumed in 1946.

France

Henri Lemaitre, director of *Archives et Bibliothèques, Revue de Documentation*, reports that no numbers of the journal were issued during the war but that the publication will be resumed soon. Persons interested in securing the journal when republication begins can reach M. Lemaitre at Paris, 6e Arr. 4, rue Michelet.

Germany

The following note under the title "The Germans and Their Archives" was submitted to the editors by Capt. Marvin C. Ross, USMCR, formerly deputy adviser to the Monuments, Fine Arts and Archives Sub-commission at Supreme Headquarters, American Expeditionary Forces (SHAEF), but now returned to the staff of the Walters Art Gallery in Baltimore:

In the summer of 1942 when the Allied air raids became serious, the German Führer in person took steps to see that the Central Reich authorities protected the cultural heritage of Germany. In this connection the Minister of Education and Religion in Baden named a committee which included Dr. Kurt Martin, Director of the Karlsruhe and Strassbourg Museums, Dr. Schlippe, the architect for Freiburg and Strassbourg, Dr. Stenzel the head archivist for the same two cities and Dr. Rech, the librarian of the University of Freiburg. This committee issued a set of instructions in pamphlet form entitled "Instructions for the Concentration of Fixed Works of Art and of Moveable Works of Art and Culture Against Air Attack."

In this pamphlet, there is a section devoted to the type of archives which the Germans considered it worthwhile to take precautionary measures to protect. Since the reports on what has happened in Germany cannot be told for some time to come, it may be of some interest to American archivists and historians to know what was considered of importance by the Germans. These notes may be an indication to students of what they may expect to find that escaped destruction in the cities which were seriously damaged by bombing. It will not account for all cir-

cumstances and can only serve as a general guide. I quote from a translation of the document kindly made for me by Major Markham (Br.) since the original is no longer available to me:

"B. Material to be Safeguarded

4. Archives, and their adjacent Registries, have not the same immediate need for the safeguarding of individually important specimens, the need for which is obvious, but rather for the protection of the entire collection, *especially as concerns state or local history, essential series of documents, deeds, MSS, written books, plans, maps and so on.* Each archive will already have made an exhibition selection of material from the old Registries, or at least what remain in their possession from the old Registries, in addition the majority of the Archives contain documents formerly on exhibition as individual specimens; these Archives must be placed together with *similar documents necessary for the series,* into the smallest possible compass. The extent of the repository or safety room is a limiting factor in the selection of indispensable material to be safeguarded, therefore, under this head the following should be considered by all:

(a) *All unique specimens of value* (e.g. MSS, especially place and district chronicles, historical sketches of all kinds, etc.)

(b) All legal and "privilege" books, "Lagerbücher," "Beraine," rent or tribute books, cultivation, frontier and Borderland accounts, old and new property accounts or descriptions and land registry books, with the accompanying maps, plans and deeds, old tax books which are generally part of the land registers, tax receipt books of historic value—and of more recent times when the Land register itself has been lost—Corporation books and deeds, etc.

(c) *All records and minutes* of the sessions and decisions of governments, communities, legal courts, etc.

(d) All church books, registers of births, deaths and marriages, with accompanying deeds, town records and registers with accompanying deeds, immigration and emigration rolls, muster rolls, and other town, council, office and service lists, legal registers and deeds (a selection from all the oldest!) etc.

(e) Entire collections of original documents (where possible up to the year 1800); in the case of very large collections the date must be set back somewhat, but there should be no date-bar for documents or contracts concerning ground rights or occupation, forest, pasture, road and water rights, boundary regulations etc.

(f) *Every essential deed, or deed lists, relating to the history of places or districts,* also documents relating to political or managerial events, acts of war, legation records, documents relating to important law suits, deeds or files relating to significant buildings, *with original plans* and so on.

(g) *Accounts,* especially of early periods, mostly of gifts to the community as a reserve against the loss of the deeds and documents.

(h) *Of especial importance, also, are the Archival lists with annexed inventories and portfolios* of sketches and "Findbüchern," both of early and late period. These are to be carefully preserved, where possible *in a place other than that in which the actual archives are.*"

The actual pamphlet quoted was written for Baden and for Alsace which had been incorporated into the Reich. But since it was drawn up on orders from the government in Berlin it may be taken as a general guide for the whole country. I inspected the repositories of the provincial archives of Alsace in the neighbourhood of Strassbourg in December 1944 and found that these general principles had been carried out pretty thoroughly. So a similar situation may quite rightly be expected to have existed throughout the country since the orders from the Central Government were issued to the whole country and not merely to Baden and Alsace.

The following provisions affecting German archives are quoted from a directive issued to the commander in chief of the United States Forces of Occupation in Germany regarding military government. Issued originally in April, 1945, the directive was published in the Department of State *Bulletin* on October 21, 1945. A directive containing similar provisions was issued for Austria on June 27, 1945, and was published in the same journal on October 28, 1945.

Part I. General and Political

Sec. 6e. All archives, monuments and museums of Nazi inception, or which are devoted to the perpetuation of German militarism, will be taken under your control and their properties held pending decision as to their disposition by the Control Council.

Sec. 6f. You will make special efforts to preserve from destruction and take under your control records, plans, books, documents, papers, files, and scientific, industrial and other information and data belonging to or controlled by the following:

(1) The Central German Government and its subdivisions, German military organizations, organizations engaged in military research, and such other governmental agencies as may be deemed advisable;

(2) The Nazi Party, its formations, affiliated associations and supervised organizations;

(3) All police organizations, including security and political police;

(4) Important economic organizations and industrial establishments, including those controlled by the Nazi Party or its personnel;

(5) Institutes and special bureaus devoting themselves to racial, political, militaristic or similar research or propaganda.

. . . . . .

Sec. 15. Arts and archives. Subject to the provisions of paragraph 6 above, you will make all reasonable efforts to preserve historical archives, museums, libraries and works of art.

India

Dr. S. N. Sen, director of the Imperial Record Department at New Delhi, has announced the projected publication of a quarterly journal to be called "Indian Archives." The object of the proposed journal is to supply up-to-date information about the science of archives to Indian archivists and scholars. It will not only publish the results of investigations and experiments carried out by the specialists in India, but also will reprint in extenso or in abbreviated form important articles that may appear in foreign journals. There will be a board of editors consisting of four advisory editors and one managing editor. The director of the Imperial Record Department will be the ex-officio editor-in-chief. Issues of the quarterly will include: (1) Articles of general interest to archivists, librarians, scholars and others interested in the storage, preservation, and administration of materials of archival importance. (2) Technical articles and research papers. (3) Descriptions of technical projects which have been planned, completed, or are under way in India or abroad. (4) Announcements by manufacturers of new equipment and supplies. (5)

Papers on documentary reproduction. (6) Questions and Answers. (7) News notes. (8) Reprints and translations of foreign archival literature. (9) Bibliography and reviews of publications in archival science. (10) Abstracts of the subjects of research of the research scholars working in archives and record rooms in India in order to co-ordinate their efforts and prevent overlapping.

The Netherlands

Miss Maria W. Jurriaanse, who is well known to members of the Society of American Archivists, writes that the archives at The Hague are "in excellent condition." Dr. Bijlsma is leaving office on pension and Jhr. Graswinckel is taking his place as Rijksarchivaris. Miss Jurriaanse herself has left the military service of her country to become archivist of the Netherlands Department of Foreign Affairs.

Norway

It is reported from Norway that apart from three boxes of historical documents from the archives of the parliament, which the Germans removed in 1941, and two boxes of archival documents from the Arts and Crafts Museum, removed by the German Security Police in March, 1945, the national archives seem to be intact. No word is available regarding the old Norwegian army archives, however.

Peru

A commission to study the organization of the National Archives has been appointed for the purpose of making recommendations, within thirty days, looking toward the reorganization of that agency. Members of the commission are Dr. Raul Porras Barrenechea, Miss Ellen Dunbar Temple, and Ing. Rafael Marquina y Bareno.

Wales

The Church in Wales [Episcopal] has placed on deposit with the National Library of Wales practically all of its records in order that "they might be centralized under one roof, be catalogued and re-classified by the Library's archivists, receive the expert attention from the Library's binders, and thus be made available as never before." The great bulk and significance of this deposit will be apparent to all who read Mr. Conway Davies' interesting article on "The Records of the Church in Wales" published in the *Journal* of the National Library of Wales, IV (Summer, 1945), 1-34.

California

The University of California Library (Los Angeles campus) has acquired the Cowan collection of more than six thousand business and personal papers

of prominent Californians of the nineteenth century. The university library at Berkeley has received from the manager of the University of California Press "all proofs and trial sheets so far as possible" created during the printing and binding of the United Nations Charter. The Berkeley library also received from the San Francisco conference secretariat six truckloads of "various drafts and other working documents" resulting from conference activity.

Frank M. Jordan, secretary of state, reports that his office has been recording all corporate records and amendments on 16 mm. film since 1935. In the process two films are made one of which is stored in the archives and the other in a fireproof warehouse detached from the capital. Prior to 1935 recording of corporate documents was done by photostat at a cost of thirteen cents per page. Recording by microfilm costs approximately one-half cent per page. The state recently entered into a contract with the Microstat Company of California under the terms of which 9,657 pages of text and 688 maps and diagrams from the state's Spanish archives will be microfilmed on 35 mm. film. Also to be reproduced are 3,556 pages of original codes and amendments and 16,516 pages of original laws for the period 1850-1879, and 70,000 pages of original laws covering the period 1880-1943. Mr. Jordan's office is taking every precaution to insure the safety and permanence of the state's microfilm records.

Colorado

Contracts have been let and construction started on the vaults in the subbasement of the state museum. The vaults are intended primarily for the Archives Division of the State Historical Society and will be equipped with temperature and humidity controls, cleaning and restoration facilities, and a fumigation chamber.

Delaware

The Public Archives Commission of Delaware has previously been equipped to supply libraries, other archives, and the public with photostat copies of records in its custody as well as a limited amount of microfilmed copies. Beginning November 1 of last year the equipment was increased by the accession of a Recordak Model E portable Micro-File camera, a Model C commercial Recordak, another reading machine and equipment necessary for printing paper enlargements from 35 and 16 mm. film. The staff was enlarged by the addition of two recently returned veterans, Mr. Elmer A. Hollowell and Mr. William Burchard, who will have charge of photographic reproduction work.

This new division of the Public Archives Commission will enable it not only to reproduce records in its own custoday but to serve as the reproduction agency for all state departments. In this manner it is planned that some groups of records which do not warrant permanent retention in their original form but

do contain information of historical interest may be copied on microfilm and thus relieve the crowded condition of some departmental file rooms. In anticipation of this policy the portable camera was purchased and the commission is also acquiring a one-half ton panel body truck for either the transportation of records to the archives for photographing or for the transportation of the camera and crew to the agency requiring that the records be copied on the location.

Louisiana

The Department of Archives of Louisiana State University includes in its list of recent accessions three additional groups of New Orleans city records. Group C consists of bills of the city for the purchase of paving stones; Group D consists of communications and reports to the mayor, city ordinances and decrees, resolutions of the city council, correspondence of city officials and instructions for paving streets and sidewalks, 1770-1872; and Group E consists of reports of Spanish officials, city ordinances and regulations, communications to the mayor, city contracts, and Louisiana land records, 1765-1857. The William Bond papers, 1842-1897, the John W. Gurley papers, 1858-1866, the Richard L. Pugh papers, 1845-1900, the Landry family papers, 1837-1900, and the Bradford family papers, 1798-1882, are among the collections of personal and business manuscripts of Louisiana interest appearing on the list.

Maine

Mary D. Herrick, president of the Maine Library Association reports in the association's bulletin for May that a bill was introduced in the recent session of the state legislature looking toward better means of preserving historical records and archives. The bill was tabled but Miss Herrick is urging the association to direct its activities "toward some expression on this, or a similar bill, when it is brought up two years hence."

Maryland

Arrangements have been completed for the transfer to the Hall of Records of the probate records of Queen Anne's and Kent counties prior to 1788.

The Maryland Historical Society announces the acquisition of a letter book of Charles Carroll of Carrollton covering the years 1765-1768 as one item in an important collection of additional Carroll papers. Naval papers, formerly in the custody of the heirs of James McHenry, secretary of war in the administrations of Washington and the elder Adams, dealing with the building of the USS *Constitution, Constellation,* and *United States,* were given to the society recently by the Propeller Club. Other current acquisitions of the society include a large group of Bonaparte papers, 1783-1871; several large collections of papers of the Virdin, Eaton, Mayhew, and other prominent Maryland

families; minutes of proceedings and other record books of the New Market, the Patapsaco, and the Mechanical (Baltimore) Fire Companies; and nearly a hundred photographs of Mason and Dixon Line markers taken in 1930-1931.

Massachusetts

Clifford Shipton, custodian of Harvard University Archives, has submitted the following interesting paragraphs:

> The arrangement of the great mass of miscellaneous papers of the seventeenth and eighteenth centuries in the Harvard University Archives has been a perplexing problem ever since Clarence E. Walton began the reorganization of the University records a dozen years ago. A century ago Jared Sparks arranged chronologically the larger part of the loose papers which were then to be found and bound them in two great series of morocco volumes known as the College Papers. To these were later added short supplementary series. Sparks and his immediate successors also made up volumes of papers relating to certain special subjects, such as the college ferry, the college lands, and the like. The great quantities of loose papers relating to early college activities which have turned up since were arranged by Mr. Walton in cardboard cases in their proper places in the scheme of classification of the Archives.
>
> This complicated arrangement resulted in excessive handling every time the papers were used. It was obvious that if they were to continue to be used they must be silked or laminated which, because of the bulk of them, would be a very costly proposition. Thorough indexing would reduce handling, but it would require so much scholarship that the cost would only be justified if the work was to be final. Consequently, we faced the question of breaking up the old bound volumes, all in good condition and some of beautiful workmanship, or of perpetuating by means of the index the old arrangement of series, supplementary series, special collections, and the like.
>
> A solution was finally made possible by the kind offer of the Colonial Society of Massachusetts to print one or more volumes of Harvard College Papers to supplement their printing of the Corporation Records through the year 1750. Thus we shall be able to make the papers available while leaving them in their present illogical, but historically significant, arrangement.
>
> The question of what to print now becomes the most difficult one. The Harvard Archives contain so many copies of some documents, and so many records of a single minor transaction, such as the execution of an order for payment, that it is by no means practical to print everything. Tentatively it has been decided to exclude the following groups of manuscripts: (1) Documents already printed in readily accessible books; (2) Documents which show only minor verbal variations from printed versions; (3) Routine financial papers, such as receipts and orders to pay; (4) Papers which do not relate to Harvard.
>
> Mr. Clarence E. Walton, who for some years has been assistant librarian of the Harvard University Library in charge of the order department, has consented to return to the Archives and devote his full time to the selection of the documents to be printed and the preparation of editorial notes concerning them.

Robert Lovett returned after two and a half years of service overseas to the Harvard University Archives on November 1. His immediate responsibility will be to make contacts with administrative offices of the university and to

revise the checklist of their current files.

The Business Historical Society activities during the past year have been more along the line of publication than that of collection. Publications based upon business records include *The House of Hancock: Business in Boston, 1724-1775*, by W. T. Baxter, and *Timing a Century: History of the Waltham Watch Company*, by C. W. Moore.

Michigan

Recent accessions in the Michigan Historical Collections, University of Michigan, include the Arthur J. Tuttle Papers. Though the collection is not available to research workers at present because of the terms of the deposit, its transfer to institutional surveillance and care is a significant act, and an example for the heirs of Michigan men who, like Arthur Tuttle, have made unusual contributions in public life. Tuttle was U.S. district judge for the Eastern District of Michigan, served as prosecuting attorney in Ingham County, 1899-1902, and district attorney, 1911 until his death. He was a member of the state senate, 1907-1910. The seventy-three large cartons of papers which have already been received will be followed shortly by the remaining letter files which are being placed in order by Judge Tuttle's daughters, Mrs. H. B. Freeman and Mrs. T. J. Bailey.

Other collections lately received are the Seymour Howell papers, the G. Carl Huber Family papers, additional Thomas M. Spaulding papers, the Abram Sager letters, the Claude R. Buchanan papers, and, from campus offices, the Dr. Aldred Warthin materials and the University of Michigan Civil Affairs Training School Records.

Mississippi

Capt. William D. McCain, director of the Mississippi Department of Archives and History, has returned to his office after thirty months service in the Army of the United States. Miss Charlotte Capers, director of the department during his absence, will resume her position as assistant to the director. At the time of his discharge from the Army, Capt. McCain was serving as regional records officer and regional archivist of the district of Lombardia in Italy and had seen service previously with an anti-aircraft coast artillery unit in Texas and California and with the historical section of the Fifth Army in North Africa and Italy.

New Mexico

Arthur J. O. Anderson has been named curator of history for the Museum of New Mexico and the School of American Research. In this capacity he will have supervision of the Spanish archives in the custody of the museum.

New York

Librarians are noting that an increasing number of documents, manuscripts, books, and other literary property belonging to foreign governmental agencies, institutions, and libraries within the European and other war zones are being brought back and are being offered to American libraries for evaluation or sale. No doubt they are also being offered for sale or are being shown to rare book dealers. Many of these items were salvaged from bombed buildings and were taken as souvenirs. It is to be hoped that every effort will be made to safeguard this material so that it may be returned to its proper owners. It would be a sad commentary on the present state of our national morals if we should ignore this situation or condone practices that we so bitterly condemned when engaged in by our enemies.

North Carolina

As part of the program of the University of North Carolina in connection with the sesquicentennial celebration of its founding, R. D. W. Connor, former archivist of the United States, is compiling and editing for publication the archives and other documents relating to the university covering the years from 1789, when the university was chartered, to 1835, the date of the death of its first president, Joseph Caldwell.

The materials that have been preserved are voluminous and comprehensive; they embrace various acts of the legislature dealing with university affairs, minutes of the Board of Trustees from its first session in 1789, faculty records, and records of the Dialectic and the Philanthropic Literary Societies, founded in 1795, and a large collection of faculty and student letters which give a rather complete and accurate picture of life in Chapel Hill during that period.

Plans also have been made for locating, collecting, editing, and publishing during the next three years a comprehensive documentary history of education in the South, under the direction of Dr. Edgar W. Knight, Kenan Professor of Education at the University of North Carolina. Financial support of the study has been provided by one of the philanthropic foundations and private funds in recognition of the distinctive contributions of the University of North Carolina in the field of American educational history.

The study will include the states of Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, and Virginia, and will cover the colonial and ante-bellum periods down to 1860. The material will be drawn largely from the archival collections of the states named. Professor Knight will be assisted in the study by several research-workers and consultants.

Ohio

The January-March, 1946, issue of the *Ohio State Archaeological and Historical Quarterly* will contain the beginnings of a catalogue of the manuscript collections in the Department of Documents at the library of the Ohio State Archaeological and Historical Society. Ninety-seven collections are listed in this first installment which includes collections from Abb to Camm. In addition, twenty-five still uncatalogued collections in the Bai to Camm group are briefly described.

John O. Marsh has been appointed curator of history in the Ohio State Museum. This position has been vacant since William D. Overman resigned to become director of the Department of Library and Archives at the Firestone Tire and Rubber Company in Akron, Ohio.

The Ohio General Assembly of 1945 passed an act providing for financial assistance to county historical societies under certain conditions. The act provides that all societies receiving public funds under the act shall be affiliated with and approved by the Ohio State Archaeological and Historical Society. The General Assembly also made a special appropriation for the completion of the Ohio State Museum, thus assuring space for the expansion of the library and archives divisions.

Oregon

The appointment of David Duniway, of the National Archives, as archivist of Oregon was announced on December 6, 1945. Mr. Duniway will enter active duty in his new position early in 1946.

Pennsylvania

The following excerpts from a letter from C. M. Morrison, secretary of the commonwealth, indicate the use being made of microphotography in his office:

> Pennsylvania was the first State to adopt microfilming and the first use of it was made in our recordations in the Corporation Bureau of the Department of State. We have, of course, a large volume of current corporation business. Because of that and because we have an enormous accumulation of former records, it was felt that some steps should be taken to make the job of recording both more rapid and satisfactory. Some of the considerations that entered into the decision were the need for additional floor space, rebinding and otherwise replacing older records, and handling new work more quickly and economically. It appeared that microfilming might prove to be the answer to these problems. In 1939 . . . the first steps were taken. . . .
>
> Our method is to make the copy on 35 millimeter Eastman non-perforated safety film by means of a Recordak Micro-File Model D 525 with a Model C Camera 266. . . . We have only one such instrument but we keep it in operation throughout each day. . . . We send all films to the Eastman Kodak Company for processing. . . . When a processed film is returned, we cut it and splice each part to form continuous

films of current and earlier records according to how they were grouped before copying.

A spool accomodated 1400 frames or single subjects and we accordingly number each paper from 1 to 1400 before copying. For example, CBC Roll 45-13 Film 1308. This is the designation for the subject and is so referred to on the card indexed by name of the corporation. CBC is the abbreviation of Corporation Bureau Corporate record; Roll 45-13 means the 13th roll of corporate records during the year 1945; Film 1308 means the thirteen hundred and eighth frame on that roll.

This method is used for classifications other than corporate records except that all older records, already indexed, retain their original designations. We have the contents of two books on each of the described spools of film and mark the box containing them "Charter Volumes 331-332." These rolls are filed in numerical order under that classification. As soon as film rolls of any classification of record have been assembled and thoroughly checked, they are sent to the Eastman Kodak Company for duplication. These duplicate films cost about the same as an even amount of blank film and this arrangement allows one film for service and the other for preservation and renewal of the record without subsequent copying.

Tennessee

Attention is called to a publication entitled *The Development of Library Resources and Graduate Work in the Cooperative University Centers of the South: Proceedings of a Conference of Graduate Deans and Librarians Held at the Joint University Libraries, Nashville, Tennessee, July 12-14, 1944.* Of particular interest are pages 20-24 dealing with "State Archives and the Organization of Research Materials," and pages 56-63, containing a "Report of Committee on How the State Archives Can Be Made An Integral Part of the University Center," a "Report of Committee on the State and Local Historical Collections in Relation to the University Center," and a "Report of Committee on Genealogical Collections and Reference Work."

Vermont

Records of the State Banking and Insurance Commissioner's Office and the Adjutant General's Office were damaged in a lightning induced fire which destroyed the arsenal building at Montpelier on September 1, 1945. John Clement, acting director of the Vermont Historical Society, reports that satisfactory progress has been made in the salvage work and that a large proportion of the records can be restored to usable condition.

Virginia

The Virginia World War II History Commission has recently issued a circular entitled *Writing Your Community's War History.*

Wisconsin

The 1945 legislature did not provide the half million dollars requested by the State Historical Society for the modernization of its present quarters. The

legislature did appropriate enough money to the state university, however, to assure the construction of a new university library, so that the time is not far distant when the society will have full possession of the present building. The society's appropriation for the next biennium was increased by $25,000 so that its budget for historical work is now back to a pre-depression level.

The State Historical Society announces that the entire collection of Draper manuscripts is to be microfilmed. Within a year or two positive microfilm copies of any series in the collection will be available at small cost to any research library in the country. The University of Chicago Library is doing the microfilming and when the whole collection is filmed a prospectus explaining the microcopy program will be distributed to libraries. As the bindings of the Draper manuscripts deteriorate, the individual manuscripts are being treated by the lamination process developed by W. J. Barrow of Richmond, Virginia.

A bill has been passed by the legislature allowing county boards to set up the position of county historian, compensation to be fixed by the boards. The duties of such historians will be to collect, publish, and preserve records pertaining to the history of the counties and to assist in the preservation and use of historical sites.

Recent manuscript accessions of the society include the personal papers of Edward Kremers, distinguished scientist and for forty years head of the state university's course in pharmacy; papers of Franklin H. King, including records of the federal controversy over the suppression of part of an Agriculture Department bulletin, records of the experiment station service, and papers on the Adams bill for aid in agricultural research; additions to papers of Cong. James A. Frear; the Eric Miller collection of meteorological records kept by the university since 1853 under the auspices of the Smithsonian Institution, the Signal Corps, and the Weather Bureau. The last collection which is not complete, consists of eight volumes and two boxes of unbound papers dating 1853-1904.